

# Chief and Assistant Training – Special Election

April 21, 2026

# Introductions (1 of 2)

- Elections Office Staff
  - Jonell McFadden – General Registrar and Director of Elections
  - Alex Branch – Elections Manager
  - Andrea Tolk – Senior Assistant Registrar
  - Elizabeth Sugg – Assistant Deputy Registrar
  - Brenda Walker – Assistant Deputy Registrar
  - Margaret Vidunas – Seasonal Assistant Deputy Registrar
  - Sharon Wheeler – Seasonal Assistant Deputy Registrar
  - Christina Sprouse – Seasonal Assistant Deputy Registrar
  - Katie Colle – Seasonal Assistant Deputy Registrar

## Introductions (2 of 2)

- Electoral Board
  - Bucky Walsh – Chair
  - Valerie Dormady – Vice Chair
  - Jim Heilman - Secretary

# Presentation Overview

- What's on the Ballot?
- Polling Place Concerns
- Our Equipment
- Curbside Voting
- Acceptable IDs and Alternatives
- Provisional Voting
- Logistics – Supplies & Envelopes
- Q&A

# What's on the Ballot?

- One question:  
*Should the Constitution of Virginia be amended to allow the General Assembly to temporarily adopt new congressional districts to restore fairness in the upcoming elections, while ensuring Virginia's standard redistricting process resumes for all future redistricting after the 2030 census?*
- Voters can vote yes or no. Under votes will trigger the blank ballot warning on the DS300.
- We will have posters and brochures explaining the amendment. We will not be showing folks the before and after congressional district maps, or likely party representation changes as a result. We will not **in any way** be interpreting the question for voters.
  - If a voter needs help reading a word, we can assist with that but not interpreting what it means – not even if they sign us on to assist them.

# Election Statistics as of 3/25/2026

- 89,929 Registered Voters
- 7,184 Absentee Ballots mailed out, 2,951 returned
- 5,797 Early In-Person Votes cast since 3/6/2026
  
- Last November (2025) for Governor
  - 63% of registered voters voted (55,996)
  - 17,797 voted Early In-Person
  - 30,638 voted on Election Day
  - 5,996 voted by Mailed Absentee
  - 1,165 voted by Provisional vote, 41 provisionals not accepted
  - 305 voted Post Election

## Polling Place Concerns (1 of 2)

- 17-year-olds who will be 18 on or before November 3, 2026, **ARE ALLOWED TO VOTE**. If not registered, they can complete an SDR.
- There are pending legal challenges to this election, the Virginia Supreme Court will not take up the challenges until after the election – our official opinion is that we have no opinion on this.
- Voters will ask questions about the amendment – we cannot answer them.
  - Resist the urge, help your team to resist it as well.
- Public Schools will not have students present, but you may have to contend with staff for parking.

## Polling Place Concerns (2 of 2)

- The question has arisen as to whether ICE (U.S. Immigrations and Customs Enforcement) can be in polling places to arrest voters.
  - First, to vote in Virginia you **MUST** be a citizen, so ICE should have no interest in our polling places.
  - Second, § 24.2-604.A says “...*it is unlawful for any person (i) to loiter or congregate within 40 feet of any entrance of any polling place; ... (iii) to hinder or delay a qualified voter in entering or leaving a polling place...*”
  - Any voter may be arrested in a polling place when charged with criminal behavior. Sometimes we might be the ones making the charge.

# Our Equipment

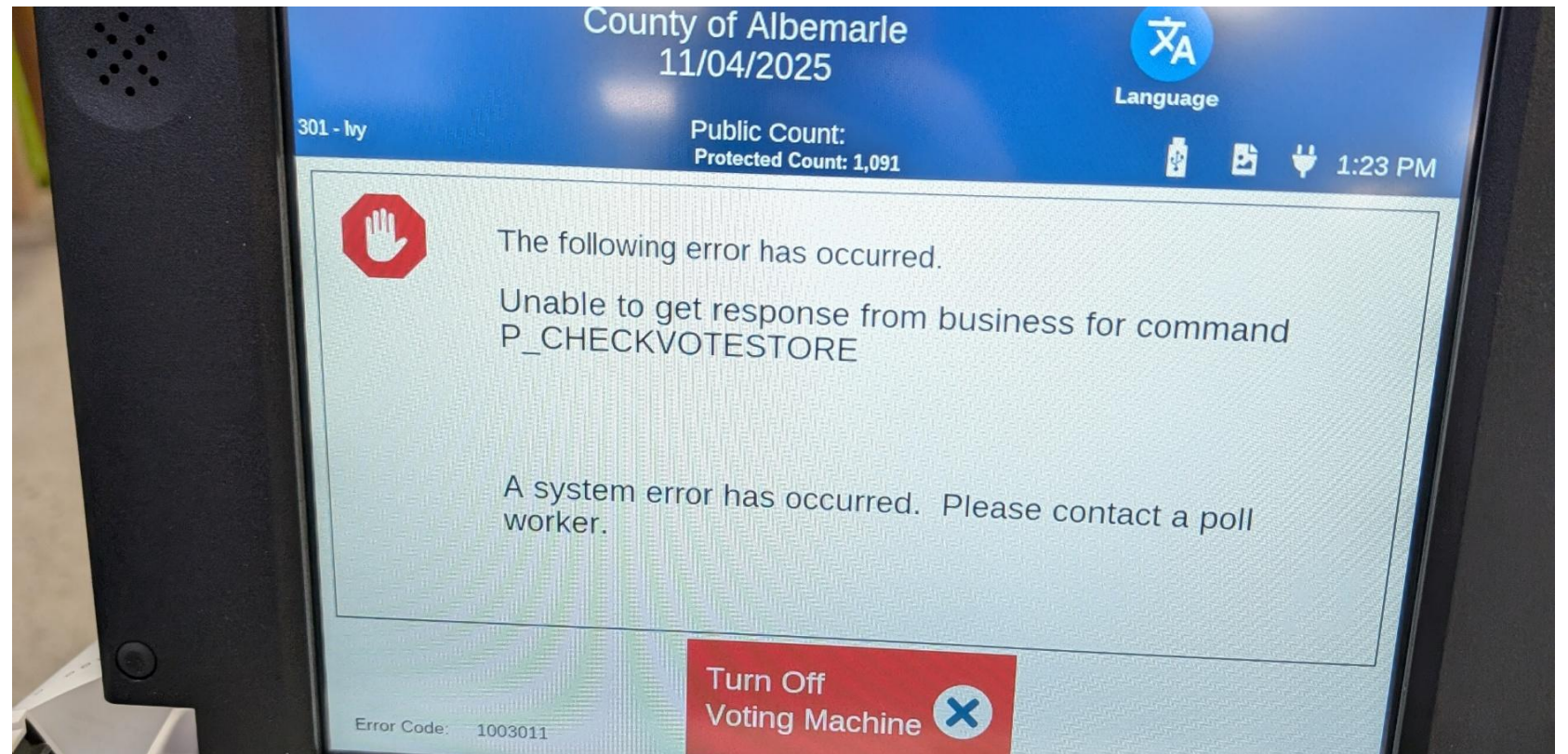


**Poll Pad**



**DS 300**

# DS300 Error From November Election



# DS300 Update

- We had representatives from ES&S, the manufacturer of the DS300, come to test the machines that failed.
  - Rare failure, looking for a way to repeat the problem.
  - It is hard to imagine their delight when after ~370 ballots being run through one of our BAD machines, it failed again in the same way.
- Prior to this test they had already shipped to us 3 replacements, and afterwards we sent the old machines back.
- They have also provided 3 loaner machines as insurance.

# New Things to Look For - Refresher

- Instead of picking up ballots the day before the election, the ballots will be **loaded, in boxes, into the ballot bin of the DS300**. Thus, they will be locked in the DS300, which is locked in the cage, and waiting for you at the polling place.
- SO, when you go to unload the cage, take the marking booth(s) and the plastic bins out as you normally would, then **OPEN THE DS300 BALLOT BIN AND REMOVE THE BALLOTS**, before you take the DS300 out of the cage. It will be a lot easier to move that way. The ballot bin can be opened without breaking the seal on the scanner.
- Voted ballots and unvoted ballots must be returned after the election in boxes 3A and 6 just as in the past – **DO NOT PUT THOSE BACK IN THE DS300!!!**. Unused ExpressVote ballots go in a separate envelope as they can be used in future elections.
- You still pick up everything else the day before the election. Alex will let you know the scheduling process for that.

# Ballot Tally Sheet

## - Refresher

- The Ballot Tally Sheet makes counting ballots issued easier.
- For each ballot issued, cross off the ballot # issued.
- This counts: ballots issued to voters, spoiled replacements and provisional ballots.
- This saves time for the ballot officer providing the count.
- 500 ballots counted per page, continue on back and additional sheets – up to 3000.
- Separate tally sheets for each ballot style.
- Updated to this format based on feedback.
- ExpressVote ballots too.

### Ballot Tally Sheet

Use this sheet to keep track of ALL ballots that have been issued, including ExpressVote ballots. Cross off the next number as the ballots are handed out.

|            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |
|------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| <b>0</b>   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20  |
|            | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40  |
|            | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60  |
|            | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80  |
|            | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| <b>100</b> | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20  |
|            | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40  |
|            | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60  |
|            | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80  |
|            | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| <b>200</b> | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20  |
|            | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40  |
|            | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60  |
|            | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80  |
|            | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| <b>300</b> | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20  |
|            | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40  |
|            | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60  |
|            | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80  |
|            | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| <b>400</b> | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20  |
|            | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40  |
|            | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60  |
|            | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80  |
|            | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |

Go to next page to continue counting more ballots beyond 500.

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 actual count on the Ballot Record Report. When you are at the end of the ballots from a package, update the Ballot Record Report with the count of ballots actually issued for that package (usually the same as the count of the ballots in the package except for the last package).

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

# Hourly Reconciliation Form - Again

- 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 Poll Pad count at 9 a.m., 1 p.m. and 4 p.m.
- You generally will **NOT** have a manual count from the scanner.
- 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

# Curbside Voting

- Voters 65 and older, and voters who as disabled (permanent or temporary **physical or mental disability** or injury) can vote outside the polls.
- Polling place phone number is **REQUIRED** on outside sign.
- Use the “Voting in Progress” sign.

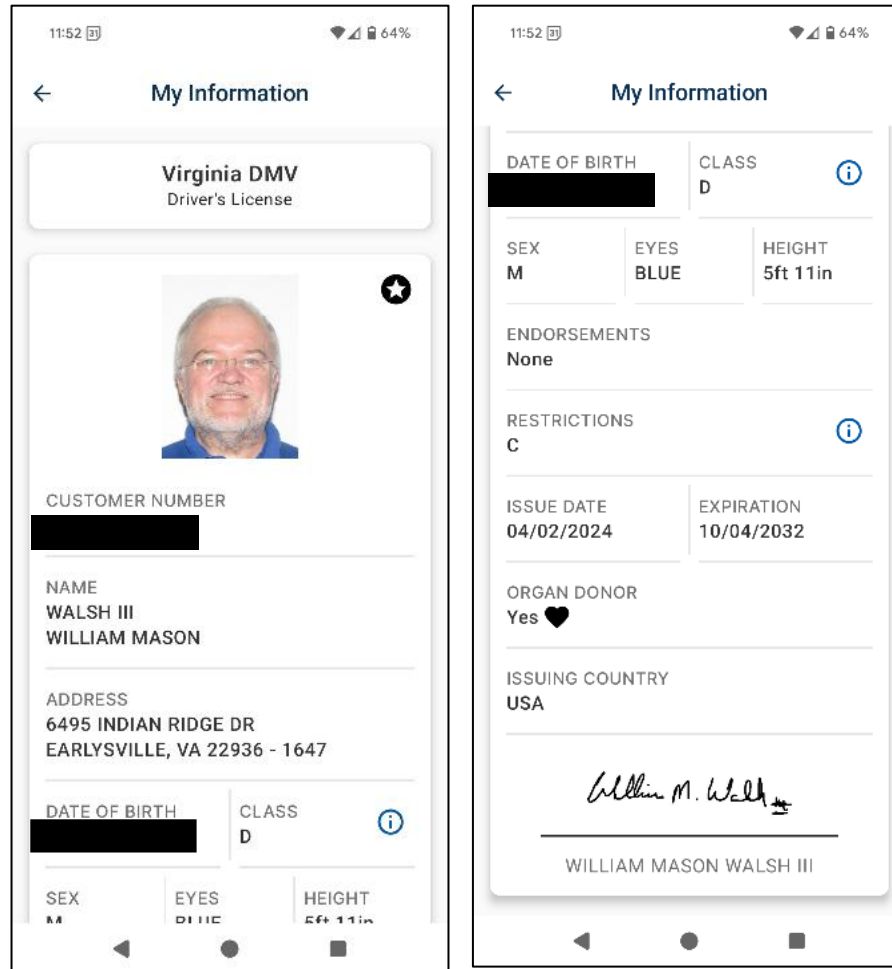


## Acceptable IDs

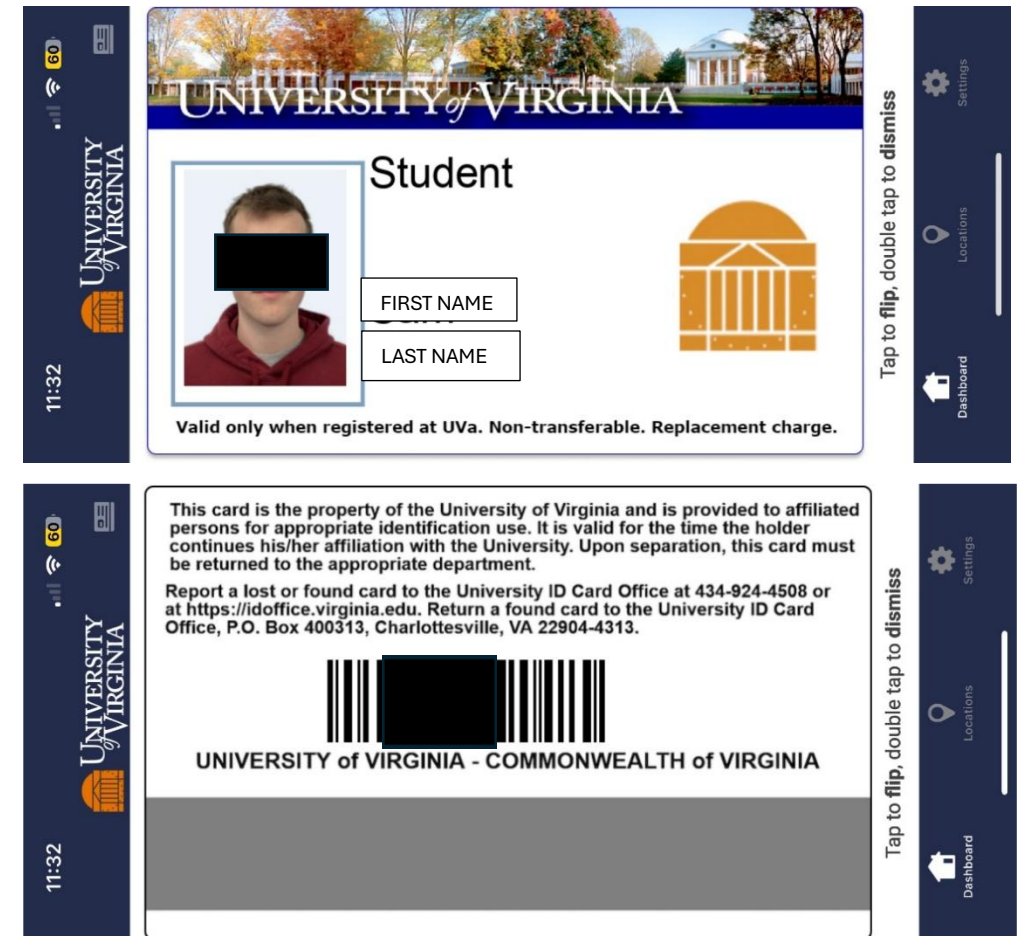
- In addition to all the previous acceptable IDs, the Department of Elections has decided to recognize the DMV's Virginia mID (mobile ID) app as an acceptable ID.
- The University of Virginia is moving to all electronic IDs for their students – this is acceptable as well.
- Pictures or Screenshots of ANY ID, electronic or otherwise, are NEVER acceptable.
- There is a guidance handout for each of these two IDs that should be available for use with each Poll Pad.

# Example Electronic IDs

## Virginia Mobile ID



## University of Virginia Electronic ID



# Acceptable IDs Review

- Acceptable:
  - VA Driver's License (any date)
  - Voter Registration card (any voter confirmation document)
  - Valid Student IDs:
    - Virginia high schools or school of higher education (photo NOT required)
    - Any US school of higher education WITH photo
  - Valid US Passport or Federal, State or Local Government issued ID
  - VALID in this context means it is within 12 months of expiration date IF an expiration date appears on ID
  - Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter, Nursing home resident ID, Valid tribal enrollment or other tribal ID from the 11 recognized tribes in Virginia, Any other current government document containing the name and address of the voter

# UNACCEPTABLE IDs

- Out of State Driver IDs
- Private organization membership card (e.g., Costco)
- Credit Cards
- Employer IDs without a photo
- IDs with expiration dates older than 12 months (except for VA driver's license)
- Driver Privilege card issued with restriction 9 "Limited Duration"

# Voter Does NOT Bring a Valid ID

- Voter may complete an ID Confirmation Statement and vote a regular ballot on the DS300.
- The voter **MUST SIGN** the confirmation.
- **This becomes their valid ID.**

Commonwealth of Virginia

Place in Envelope #8

## ID Confirmation Statement - § 24.2-643 of the Code of Virginia

### A Officer of Election:

Precinct No./Name: \_\_\_\_\_ Date: \_\_\_\_\_ O of E Initials: \_\_\_\_\_

### B Affirmation of Voter:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

**Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.**

Signature of voter: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of voter: \_\_\_\_\_

Birth Year (optional) \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_ Last 4 digits of Social Security # (optional) \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_

**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 and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020

# Authorized Representatives – Poll Watchers

- 1 Poll Watcher for each party BEFORE polls are open
- 1 Poll Watcher per party for each Poll Pad - up to 3 per party or independent candidate.
- 2 Poll Watchers per party after the polls close. Must stay until the SOR is reported.
  
- Poll watchers must be registered voters in Virginia and must have an authorized letter signed by the local party chairman or the district or state party chairman if the local chair is unavailable. Copied letters are acceptable.

## Poll Watchers

- Entitled to “see and hear” what is going on at voter check-in table and observe the process.
- Permitted to see the Poll Pad screen, provided it does not interfere with the check-in officer’s duties.
- May use a cell phone for texts and calls but may not take photos within the polling place.
- May not interact with voters within polling place or 40 feet of entrance. Should only speak with Chief or Assistant Chief.

# SDR and Other Provisional Voting

- Over 1200 provisionals last November.
- About 86% were SDR, almost all the rest are reason #4 – Absentee Ballot issued but they did not bring it.
- Critical points for provisional voting:
  - **Legibility** – if you can't read it we can't
  - **Completeness** – the Voter & the EO must complete their parts of the form.
  - **Signature** – the Voter and the EO must sign.
- If we do not get this right, we will have failed the voter, their vote will not count.

# Opening the Polling Place

- Call the Registrar's Office (434) 972-4173 to let us know you are in
- Swear-in Election Officials
- Set up Poll Pads, DS300, & Express Vote
  - Collect opening/zero tapes
- Post signage inside & outside and mark 40-ft line
- Announce Polls are open at 6AM

# Closing the Polling Place

- Announce Polls are closed at 7PM
- Close Polls on poll book
- Close Polls and run results tape on DS300
- Complete Statement of Results
- Call Registrar's Office to report results
- Breakdown the polling place - repack materials

# DS300 Printing Tapes

- The DS300 prints automatically 2 zero tapes, three results tapes, and one write-in report, normally – no write-ins for this election.
- ~~Use the instructions in the manual to print a second write-in report for your results tapes.~~
- ~~The second write-in report is needed for SOR # 2.~~
- ~~If you have a lot of write-ins this will take a minute.~~
- If you have to change printer tapes (because it runs out) tape the beginning of the new tape to the end of the old tape.

# Bring Back to Stagecoach Road

- Ballots –box(es) 3A, box 6
- Blue bag with election envelopes enclosed
- Green canvas dropbox bag with completed form sealed inside
- Poll pads – please return stylus back to the carrying case
- Chief's/Assistant Chief's manuals
- Keys for Cage & DS300
- Lost & found and check-in receipt envelope
- Outdoor sandwich signs



# Envelope 1A

- **BIG CHANGE:** Provisional Logs will be returned in Envelope 8, NOT attached to or inside of Envelope 1A
- 67% compliance in November.
- Make sure you complete both sides!

1A

**PROVISIONAL VOTES**  
BALLOTS IN GREEN ENVELOPES  
[CAST DURING NORMAL VOTING HOURS]

OFFICERS **MUST** COMPLETE  
CERTIFICATE ON REVERSE SIDE

Election District: \_\_\_\_\_  
City: \_\_\_\_\_  
County or Town: \_\_\_\_\_  
Precinct: \_\_\_\_\_  
District: \_\_\_\_\_

**TO: CLERK OF THE CIRCUIT COURT**

**ON THE DAY AFTER THE ELECTION:**

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

**RETENTION:** TWO YEARS - [FEDERAL ELECTIONS]  
ONE YEAR - [ALL OTHER ELECTIONS]     **DISPOSITION:** DESTROY

REV 8/23

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**AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .**

**TWO OFFICERS OF ELECTION** (representing different parties)

- Count the number of sealed provisional votes and provisional ballots cast during normal voting hours that were received from the electronic ballot box.
- Do not take these envelopes, provisional ballots, or provisional ballots cast during normal voting hours to the clerk of the circuit court.
- Sign this certification (see notes).
- Seal this envelope in this location (see the job manual for more).

**CERTIFICATION OF OFFICERS**

1. GREEN ENVELOPES CONTAINING PROVISIONAL BALLOTS  
PARTICIPATING IN THIS ELECTION: \_\_\_\_\_

2. PROVISIONAL BALLOTS CAST DURING NORMAL VOTING HOURS: \_\_\_\_\_

3. TOTAL PROVISIONAL BALLOTS: \_\_\_\_\_

4. SIGNATURE OF OFFICER OF ELECTION: \_\_\_\_\_

5. SIGNATURE OF OFFICER OF ELECTION: \_\_\_\_\_

**ELECTORAL BOARD** (to be completed after the election)

- Take possession of the unopened certified provisional ballots, provisional ballots, and provisional ballots cast during normal voting hours.
- Do not take these envelopes, provisional ballots, or provisional ballots cast during normal voting hours to the clerk of the circuit court.
- Do not take these envelopes, provisional ballots, or provisional ballots cast during normal voting hours to the clerk of the circuit court.
- Seal these envelopes, provisional ballots, or provisional ballots cast during normal voting hours in this location (see the job manual for more).
- Sign this certification (see notes).

**CERTIFICATION OF ELECTORAL BOARD**

1. ENVELOPES OPENED: \_\_\_\_\_

2. ENVELOPES NOT OPENED: \_\_\_\_\_

3. TOTAL ENVELOPES INCLOSED: \_\_\_\_\_

4. SIGNATURE OF SECRETARY OF ELECTORAL BOARD: \_\_\_\_\_

1A, REV 8/23

# Envelope 1B

If you use this, then the provisional log for this goes in Envelope 8 as well.

If there is no court order keeping you open longer, then do not complete this envelope, we will re-use it.

1B

**PROVISIONAL VOTES**  
BALLOTS IN GREEN ENVELOPES  
(CAST AFTER NORMAL VOTING HOURS  
DUE TO A COURT ORDER  
EXTENDING THE HOURS FOR VOTING)

OFFICERS MUST COMPLETE  
CERTIFICATE ON REVERSE SIDE

Election Date: \_\_\_\_\_

City or County or Town: \_\_\_\_\_

Precinct: \_\_\_\_\_

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

**TO: CLERK OF THE CIRCUIT COURT**

**ON THE DAY AFTER THE ELECTION:**

- GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.
- THEY WILL RETURN IT TO YOU, RESEALED.

**RETENTION:** TWO YEARS – (FEDERAL ELECTIONS)  
ONE YEAR – (ALL OTHER ELECTIONS)      **DISPOSITION:** DESTROY

REV 3/05

**AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .**

**TWO OFFICERS OF ELECTION** (one person is not permitted to perform)

- Count these votes and record Provisional, Write-In and Spoiled Ballots on the Provisional Log.
- **DO NOT** count or open Provisional Log (FOR VOTING) or write-in envelopes until after normal voting hours.
- Place the votes in this envelope, the sealed areas. Provisional votes envelopes cast at the normal voting hours.
- **DO NOT** count or open write-in envelopes until after normal voting hours.
- Enter in 1-4 the number of votes which envelopes have been opened, if any. (None) (None) (None)
- Seal the envelope (do not re-seal).
- Sign the certificate on the reverse side.

**CERTIFICATION OF OFFICERS**

|  |             |
|--|-------------|
| 1. I, _____, certify that I am a duly qualified officer of election. | DATE: _____ |
| I, _____, certify that I am a duly qualified officer of election.    | DATE: _____ |

**ELECTORAL BOARD MEMBERS: ON THE DAY AFTER THE ELECTION**

- Fill out this section on the reverse side of this envelope. (Do not include in envelope)
- Provisional Log (FOR VOTING) and write-in envelopes to be counted after normal voting hours.
- Place envelope in a sealed area (envelopes have been opened, if any) (None) (None) (None)

**AND:**

- Do not include in this envelope any other envelopes (spoiled, write-in, etc.)
- Enter the number of sealed areas (Lines 3, 4 and 4)
- Sign the certificate on the reverse side.
- Attach this log. (Reference for use by the Clerk of the Circuit Court)

**CERTIFICATION OF ELECTORAL BOARD**

|   |      |
|---|------|
| 2. ENVELOPES OPENED<br>(DO NOT COUNT TO USE)                        | None |
| 3. ENVELOPES NOT OPENED<br>(DO NOT COUNT, DO NOT OPEN)              | None |
| 4. TOTAL ENVELOPES EMPLOYED<br>(INCLUDE WRITE-IN ENVELOPES, IF ANY) | None |

CERTIFICATE OF ELECTIONS OF ALBEMARLE COUNTY

1B - REV 3/05

# Envelope 2

|   |   |
|---|---|
| 2 | <b>ALL LOCALITIES ENCLOSE . . .</b>   |
|   | <ul style="list-style-type: none"> <li><input type="checkbox"/> OFFICER OF ELECTION OATH FORM</li> <li><input type="checkbox"/> POLLBOOK (ALL JURISDICTIONS)</li> <li><input type="checkbox"/> POLLBOOK COUNT FORM(S)</li> <li><input type="checkbox"/> STATEMENT OF RESULTS (TWO (2) COPIES)</li> <li><input type="checkbox"/> WRITING CERTIFICATION (TWO (2) COPIES)<br/><small>(REQUIRED WHEN WRITING AND CAST EVIDENCE ON PAPER BALLOTS OR ON SCANNING SYSTEMS THAT DO NOT INCLUDE ON THE RESULTS PAPER BOTH THE NAME WRITTEN IN AND THE WORDS CAST FOR EACH)</small></li> <li><input type="checkbox"/> INCIDENT REPORT (IF APPLICABLE)</li> <li><input type="checkbox"/> BALLOT RECORD REPORT</li> </ul> |
|   | <b>INSTRUCTIONS TO OFFICERS OF ELECTION:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SEAL THIS ENVELOPE WITH LABEL</li> <li><input type="checkbox"/> TWO OFFICERS VERIFYING CONTENTS <b>MUST</b> SIGN AND DATE LABEL</li> </ul>   |

Election Date: \_\_\_\_\_

City or  
County or Town: \_\_\_\_\_

Precinct: \_\_\_\_\_

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

## TO: CLERK OF THE CIRCUIT COURT

|                                     |   |
|-------------------------------------|---|
| ON THE DAY AFTER THE ELECTION . . . | GIVE THIS ENVELOPE TO THE ELECTORAL BOARD FOR THE CANVASS |
|-------------------------------------|---|

|   |  |
|---|--|
| AFTER EXPIRATION OF CONTEST OR<br>RECOUNT PERIOD, WITH NEITHER<br>PENDING . . . | <b>DELIVER TO REGISTRAR:</b><br><input type="checkbox"/> OATH FORMS <input type="checkbox"/> POLLBOOKS <input type="checkbox"/> POLLBOOK COUNT FORMS |
|---|--|

|                                    |               |                                     |         |
|------------------------------------|---------------|-------------------------------------|---------|
| RETENTION OF REMAINING ITEMS . . . | Two (2) Years | DISPOSITION OF ITEMS RETAINED . . . | DESTROY |
|------------------------------------|---------------|-------------------------------------|---------|

REV 8/17

# Envelope 2A

|   |                                       |   |
|---|---------------------------------------|---|
| <b>2A</b>   | <b>PRINTED RETURN SHEET [YELLOW]</b>  | Election Date: _____  |
|   | <input type="checkbox"/> OPTICAL SCAN | City or County or Town: _____   |
| <b>INSTRUCTIONS TO OFFICERS OF ELECTION:</b>  |                                       | Precinct: _____   |
| <input type="checkbox"/> SEAL THIS ENVELOPE WITH LABEL.                                   |                                       | District: _____   |
| <input type="checkbox"/> TWO OFFICERS VERIFYING CONTENTS <b>MUST</b> SIGN AND DATE LABEL. |                                       | <small>SEE ONLY IF PRECINCT IS ONE IN CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT</small> |

**TO: CLERK OF THE CIRCUIT COURT**

|   |   |
|---|---|
| <b>ON THE DAY AFTER THE ELECTION...</b> | <b>MAKE THE PRINTOUT IN THIS ENVELOPE AVAILABLE FOR PUBLIC INSPECTION FOR 60 DAYS</b> |
|---|---|

|                     |                      |                       |                |
|---------------------|----------------------|-----------------------|----------------|
| <b>RETENTION...</b> | <b>TWO (2) YEARS</b> | <b>DISPOSITION...</b> | <b>Destroy</b> |
|---------------------|----------------------|-----------------------|----------------|

REV 5/18

JUST the Printed Return Sheet with its results tape attached goes in here.

## Box 3A – Counted Ballots

- New peel and stick label for end of box.
- Another peel and stick for the box inventory.
- Please fill in the blanks on those two labels.
- Still gets 3 labels with all the EO signatures on it. Place these where they would likely indicate tampering with the box contents – over taped seams or joints in the cardboard.

# Envelope 4/4ABS

4

**ENVELOPE**

**SPOILED BALLOTS**

- VOTER MADE ERROR OR BALLOT IS DEFECTIVE, AND
- VOTER RETURNS SPOILED BALLOT FOR A NEW BALLOT

**VOID BALLOTS**

- BALLOTS ISSUED—BUT NOT VOTED BY THE VOTER

**INSTRUCTIONS TO OFFICERS OF ELECTION:**

- SEAL THIS ENVELOPE WITH LABEL.
- TWO OFFICERS VERIFYING CONTENTS **MUST** SIGN AND DATE LABEL.

Election Date: \_\_\_\_\_  
 City or  
 County or Town: \_\_\_\_\_  
 Precinct: \_\_\_\_\_  
 District: \_\_\_\_\_

**TO: CLERK OF THE CIRCUIT COURT**

|  |  |
|--|--|
| <b>OPEN THIS ENVELOPE ONLY . . . .</b> | <input type="checkbox"/> ON ORDER OF A COURT<br><input type="checkbox"/> WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS<br><input type="checkbox"/> § 24.2-603, Code of Virginia |
|--|--|

|                        |  |                          |                |
|------------------------|--|--------------------------|----------------|
| <b>RETENTION . . .</b> | <input type="checkbox"/> FEDERAL ELECTION - Two (2) YEARS<br><input type="checkbox"/> ALL OTHER ELECTIONS - One (1) YEAR | <b>DISPOSITION . . .</b> | <b>DESTROY</b> |
|------------------------|--|--------------------------|----------------|

REV 8/18

## Box 6 – Blank Ballots

- New peel and stick label for end of box.
- Please fill in the blanks on that labels.
- Still gets 3 labels, each with two EO signatures on it. Place these there they would likely indicate tampering with the box contents – over taped seams or joints.
- Do not include ExpressVote blank pages – as these are not printed on yet they are not properly “ballots” and may be reused in another election.



# Envelope 8

|   |  |
|---|--|
| <b>8</b>  | <b>ALL LOCALITIES ENCLOSE USED FORMS...</b>  |
|   | <input type="checkbox"/> VA VOTER REGISTRATION APPLICATIONS<br><input type="checkbox"/> AFFIRMATIONS OF ELIGIBILITY<br><input type="checkbox"/> REQUESTS FOR ASSISTANCE<br><input type="checkbox"/> PROVISIONAL BALLOT LOG |
| <b>INSTRUCTIONS TO OFFICERS OF ELECTION:</b><br>■ RETURN UNSEALED ENVELOPE TO THE GENERAL REGISTRAR |  |

Election Date: \_\_\_\_\_  
City OR \_\_\_\_\_  
County OR Town: \_\_\_\_\_  
Precinct: \_\_\_\_\_  
District: \_\_\_\_\_  
ENTER ONLY PRECINCT SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

**TO: CLERK OF THE CIRCUIT COURT**

**AFTER THE ELECTION:**

■ GIVE THIS ENVELOPE TO THE GENERAL REGISTRAR

REV 7/22

# Statement of Results

I \_ I  
Staple tapes above

Attach in this order:

(on top)

1. Voting results tape with all officer signatures
2. Closing Summary Report from one Poll Pad
3. Write-in report (if not on results tape in 1) above)
4. Zero tape with 2 signatures
5. Opening Summary Report from one Poll Pad
6. Statement of Results #1 with all signatures (this form)

(on the bottom)

## Statement of Results #1

Registrar's Copy

Precinct -

Election Date -

Election Type -

County of Albemarle

Place in  
Envelope 2

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

- Print zero tapes
- Have two officers sign the zero tapes
- Staple these two tapes to SOR #1 and SOR #2.

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

- Print voting results tapes
- Print an extra write-in report for SOR #2 (if any write-ins)
- Have all officers sign the voting results tape
- Fill out every page of SOR #1 and SOR #2.
- Staple remaining tapes in order shown on the left side of the page
- Fold bottom of tapes to fit on SOR

|          |  |  |
|----------|--|--|
| <b>A</b> | <b>Voter check in</b> numbers from the Poll Pad closing Summary Report |  |
|          | <b>Total voters checked in</b>   |  |
|          | <b>Voters checked in who voted outside of the polling place</b>        |  |

|          |   |  |
|----------|---|--|
| <b>B</b> | <b>Ballots cast</b>                               |  |
|          | Ballots cast on machine – from DS300 Results Tape |  |
|          | Number of ballots hand counted (usually zero)     |  |
|          | <b>TOTAL BALLOTS CAST</b>                         |  |

|          |  |              |
|----------|--|--------------|
| <b>C</b> | <b>Provisional Ballots</b> numbers from Provisional Ballot Log Summary | <b>Count</b> |
|          | SDR – Reason Code #1   |              |
|          | After Hours Votes – Reason Code #3                                     |              |
|          | No ABS Ballot – Reason Code #4   |              |
|          | Shown as Voted – Reason Code #5  |              |
|          | Other – Reason Code #6   |              |
|          | No ID – Reason Code #7   |              |
|          | <b>TOTAL PROVISIONAL BALLOTS</b>                                       |              |

## Statement of Results #1 continued

Registrar's Copy

Complete optional Section D page(s) **ONLY IF YOU HAVE HAND COUNTED BALLOTS** and insert before this page if used.

Place in  
Envelope 2

**E Does the total number of voters checked in match the number of ballots cast?** Check whether the total voters checked in from box A is the same as the Total Ballots Cast in box B

\_\_\_ yes \_\_\_ no. If you check no, explain below

## F Collect signatures to certify

For all election officers, read the following statement and sign below.

We hereby certify that:

- the two copies of the Statement of Results are a complete record of this election
- all information entered here is true and correct

|    |                     |   |
|----|---------------------|---|
| 1  | Chief               | X |
| 2  | Assistant Chief     | X |
| 3  | Assistant Chief     | X |
| 4  | Officer of Election | X |
| 5  | Officer of Election | X |
| 6  | Officer of Election | X |
| 7  | Officer of Election | X |
| 8  | Officer of Election | X |
| 9  | Officer of Election | X |
| 10 | Officer of Election | X |
| 11 | Officer of Election | X |
| 12 | Officer of Election | X |
| 13 | Officer of Election | X |
| 14 | Officer of Election | X |
| 15 | Officer of Election | X |
| 16 | Officer of Election | X |

## 1 VAC20-60-40. When Ballot Cast

- A. A voter, voting in person on election day or voting absentee in-person, has not voted until **a permanent record of the voter's intent** is preserved.
- ...
- D. If any voter's ballot was not so cast by or at the direction of the voter, then **the ballot cannot be cast by any officer of election** or other person present. Notwithstanding the previous sentence, **if a voter inserts a ballot into an optical scanner and departs prior to the ballot being returned by the scanner due to an undervote or overvote, the officer of election may cast the ballot for the absent voter.**

# Parting Request – Reach out to your EOs

- Please contact your officers of election by noon on Monday, March 30.
- Confirm they are ready, willing, and able.
- Make sure they know about the training that is upcoming.
  - SDR/Provisional: Friday, April 10: 10a, 2p, 6p- 5<sup>th</sup> Street Room C
  - Poll Pad: Tuesday, April 6: 10a, 2p, 6p – 5<sup>th</sup> Street Room A
  - Newbie: Wednesday, April 15: 6p – 5<sup>th</sup> Street Room A
  - Statement of Results: Online
  - Ballot Officer: Online
- If someone on your team can't work, let Alex know ASAP so he can find you a replacement.

# Questions and Answers

- If you have no questions you may leave.
- Chief's manual, slides and training courses available at:  
<https://www.albemarle.org/government/elections/get-involved>

