

New Officer of Election Education— Special Election

April 21, 2026

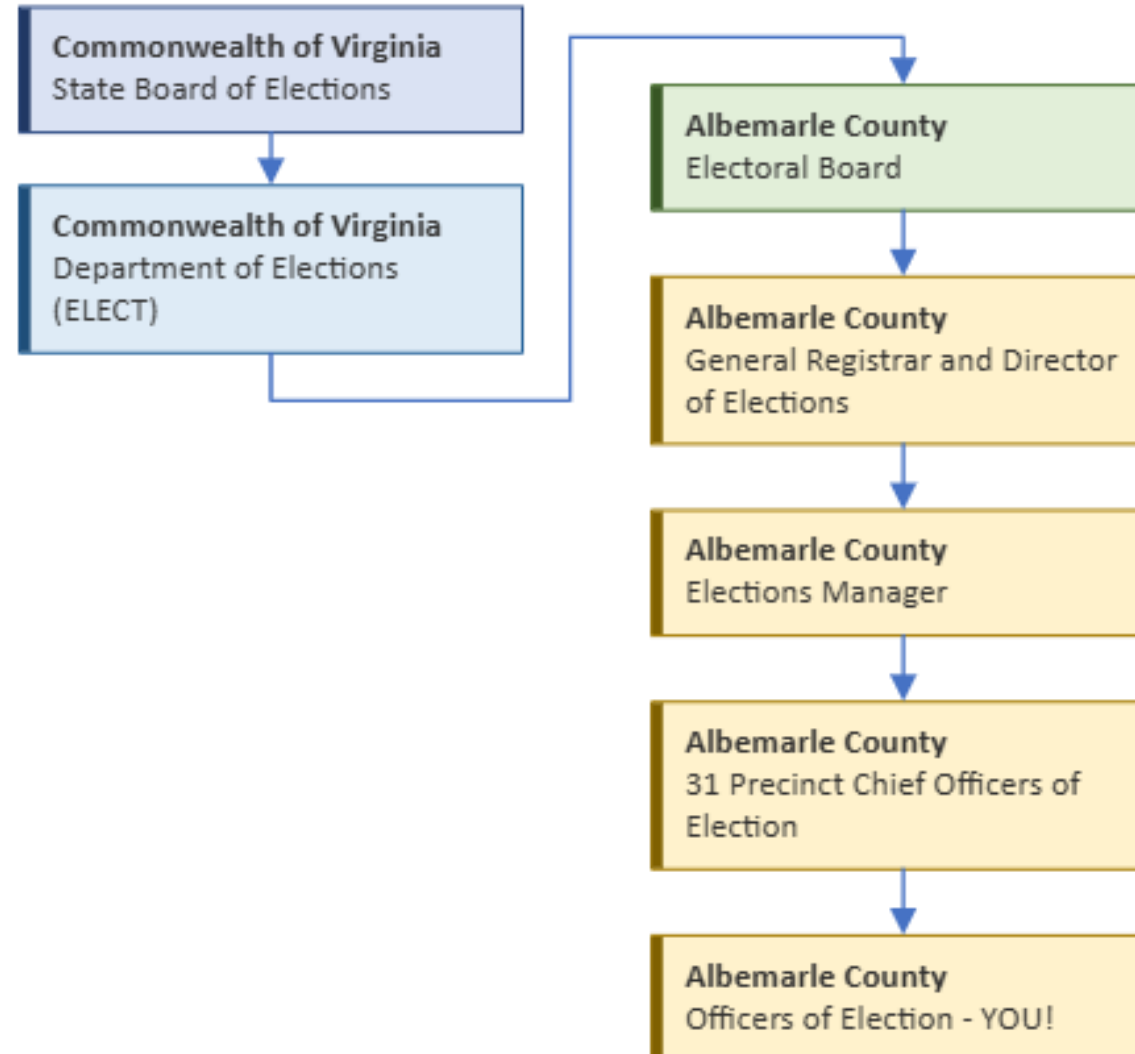
Introductions (1 of 2)

- 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

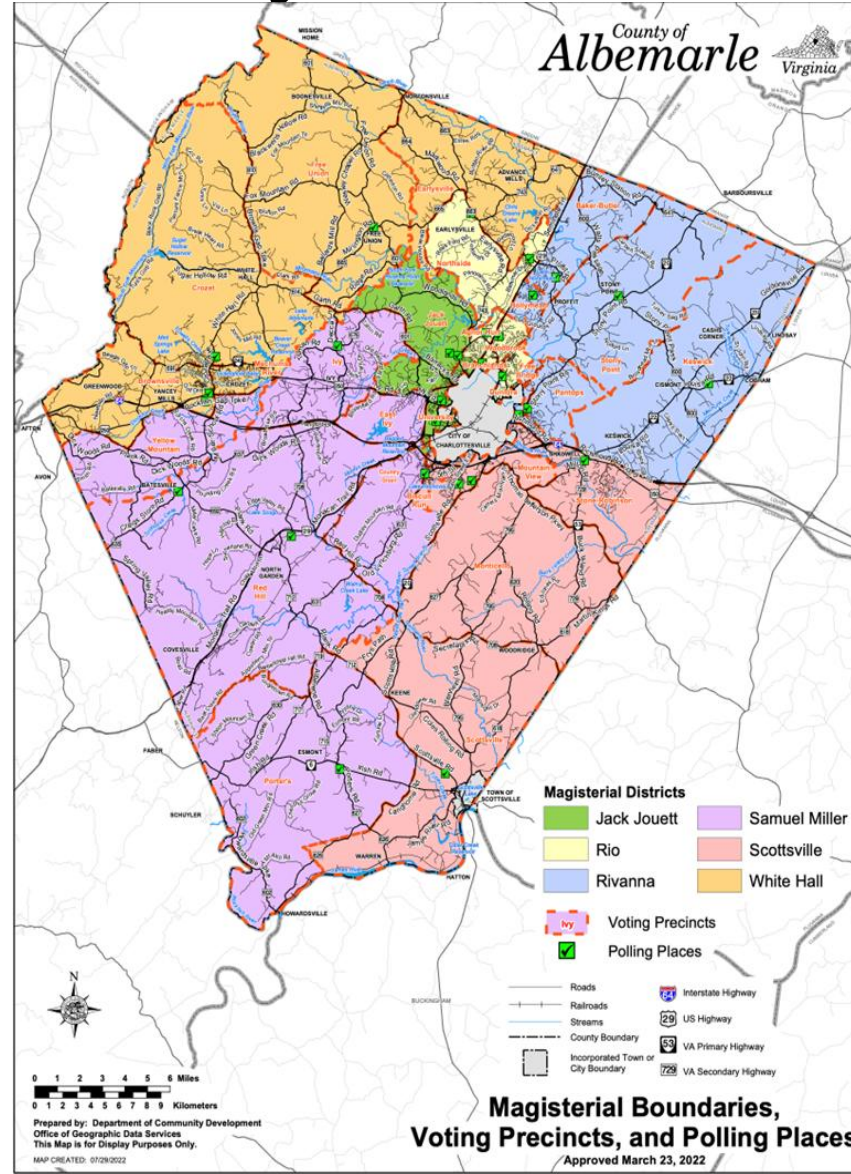
Introductions (2 of 2)

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

Election Administration Hierarchy



Albemarle County



Magisterial Districts & Precincts

- The County has 6 magisterial districts which correspond to Supervisor and School Board slots
- Each Magisterial district is divided into precincts, and each precinct is named and numbered:

Rio District	Jack Jouett District	Samuel Miller District	Scottsville District	Rivanna District	White Hall District
101 - Woodbrook	201 - Jack Jouett	301 - Ivy	401 - Scottsville	501 - Keswick	601 - Crozet
103 - Branchlands	202 - University	302 - Red Hill	402 - Monticello	502 - Stony Point	602 - Free Union
104 - Agnor-Hurt	203 - Georgetown	304 - East Ivy	405 - Mountain View	503 - Hollymead	603 - Earlysville
105 - Dunlora		305 - Country Green	406 - Stone Robinson	504 - Free Bridge	604 - Brownsville
106 - Northside		306 - Porters	407 - Biscuit Run	506 - Baker-Butler	606 - Mechums River
		307 - Yellow Mountain		507 - Pantops	

- We also have a Central Absentee Precinct

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.
- 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.

Rules of the Road

- As sworn officers, we have a duty to uphold the law.
- Treat all voters with courtesy and respect.
- Leave your politics and opinions at home.
- Never comment on what is on the ballot.
- Protect voter privacy – NEVER look at a voter's marked ballot.
- Work as part of the team.
- Follow established procedures, AND
- The Chief makes all final decisions.

Voting for YOU

- If you are assigned to your home precinct, you may vote in person there when activity is light or you are on a break. You must vote after the polls open and before they close, though.
- If not, vote early in person or absentee by mail.

Working Hours

- It is a REALLY long day – BE PREPARED!
- 5:00AM arrival unless otherwise instructed by the Chief.
- Polls open at 6:00AM and close at 7:00PM.
- Closing, reporting and packing up can take another hour or more.

Food, Medicine and Comfort

- Check with your Chief about bringing food and beverages.
- Bring any medications you may need during the day – prescription or non-prescription
- Wear comfortable clothes and shoes. Layers are recommended so you can adjust to the time of day and the room (or outdoors). Make sure you have nothing political on your clothing.

What to Expect From Your Chief

- A call or an email or both telling you:
 - When to arrive at your polling place
 - What are the food arrangements
 - Other details about your particular polling place, such as where to park, and so on.
 - If you have not heard from your Chief, let Alex know and he will put you in touch with your chief.

Email Alex at abranh@albemarle.org

You Did Volunteer, But You Get Paid!

- To get paid you need to complete a Personal Data Form with Albemarle County HR. You can get these from HR or from the Elections Office staff.
- On Election Day, make your entry on the payroll form at your precinct.
- After the election, checks will be available for pickup at the HR window located next door to the Elections office. If they sit there very long, HR will mail it to you.

Etiquette

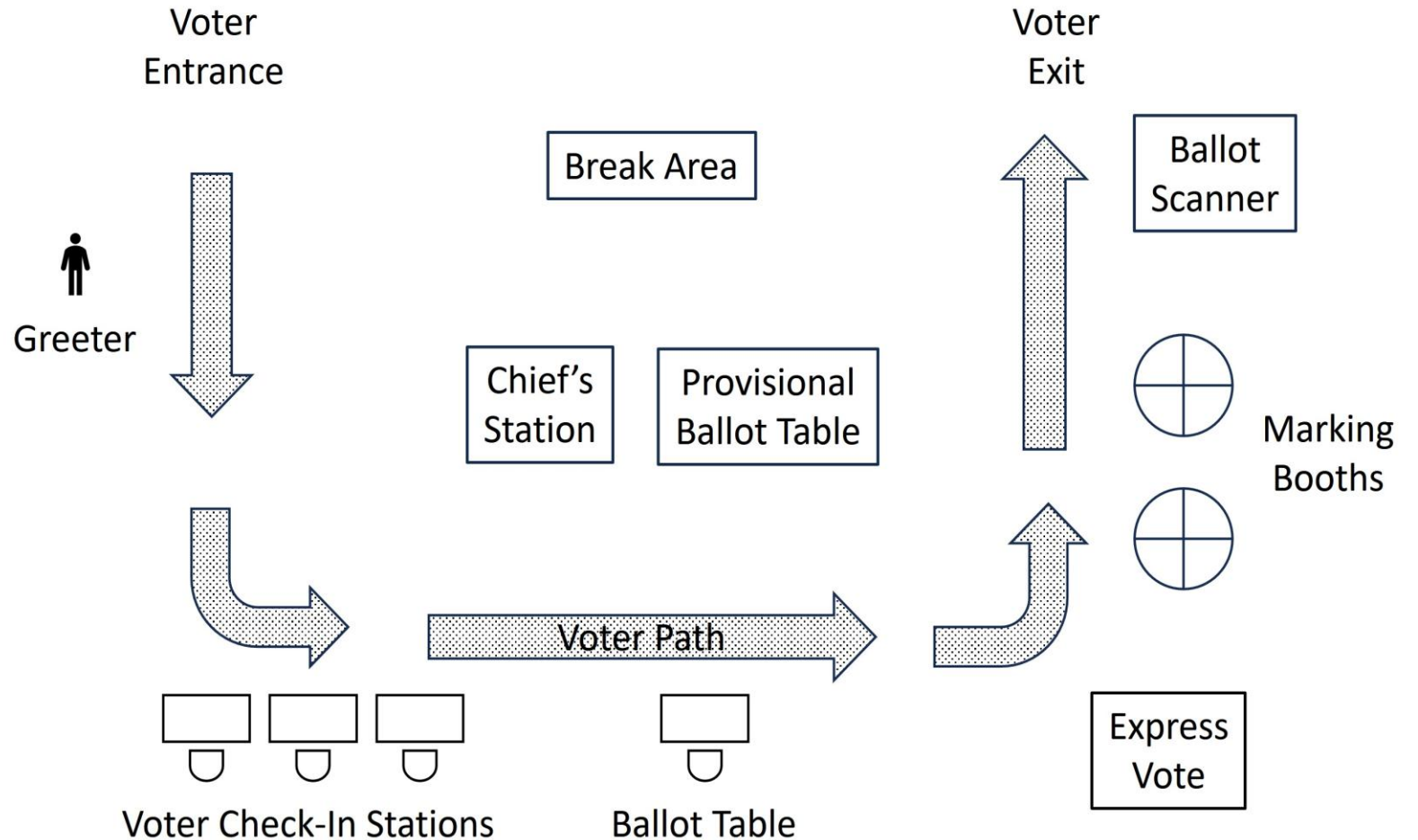
- Arrive at the assigned time.
- Do NOT leave the polling place unless instructed to do so by the Chief.
- Voters are first! Limit your conversations with election officers and voter friends while other voters are in the polling place.
- Cell phone use should be limited to break time with no cell phone use while on duty. Officers who are assigned by the Chief to contact the Elections office may use their cell phones.

Etiquette

- If you need a break, check with the Chief to make sure your position is covered.
- Do not eat or DRINK near voting equipment or in front of voters.
- Ensure voter privacy! Don't stand too close to the scanner or the marking booths.
- Work as part of a team!

Overview of the Polling Place and Main Positions

Sample Polling Place Layout



Chiefs and Assistants

- Each polling place has a Chief election officer, an Assistant Chief election officer, and several other position-specific election officers.
- The Chief is in charge, and the assistant Chief(s) help him or her.
- The position-specific election officers are guided by the Chief and Assistant(s) and should consult them with any questions.

Roles

- Greeter Officer
- Voter Check-in Officer
- Ballot Officer
- Marking Booth Officer
- Ballot Scanning Machine Officer
- Same Day Registration/Provisional Ballot Officer
- Curbside Officer

The Greeter Officer

- Welcomes the voter to the polling place
- Controls the flow of voters into the polling place
- Makes sure voter is in the right place
- Reminds the voter to have an acceptable ID ready—
(Virginia Drivers license is fastest)
- Invites the voter to look at the sample ballot
- Directs the voter to the check-in table
- Is alert for outside poll voters
- Monitors Ballot Dropbox (green canvas bag)

The Check-In Officer

- Asks each voter to state his or her full name and address.
 - The voter may provide a written name and address
- Repeats the voters full name aloud – NOT the address.
- Asks the voter to show acceptable ID:
 - Officer should examine the front and back of a Virginia Driver's License.
 - Photographs of IDs are never valid IDs.
 - Voter may choose to sign a confirmation of identity form or complete a provisional ballot if they have no ID.
- Locates the voter's name on the Poll Pad and checks in the voter.
- Provides the voter with a check-in receipt and directs the voter to the Ballot Officer's table.

The Ballot Officer

- Takes the check-in receipt from the voter.
- Hands the voter the correct ballot.
- Directs the voter to the ballot marking booths.
- Helps with provisional and spoiled ballots.
- Maintains the ballot inventory.
- Tells the voter to shade in the oval by their votes.
- If the voter is concerned about privacy, offers the voter a privacy folder.
- May ask the voter if they need assistance (as can any officer – the sooner the better in the process).

The Marking Booth Officer

- Reminds voter to completely fill in ovals
- Directs a voter in obtaining a replacement for a spoiled ballot
- Monitors and cleans booths for abandoned sample ballots or campaign materials
- Ensures that voters do not communicate among themselves

Ballot Scanning Machine (DS300) Officer

- This officer directs voters on how to insert ballots into the scanner.
- Checks the scanner screen and encourages each voter to watch to see that their ballot has been counted.
- Offers the voter an “I Voted” sticker. Offers the parents of future voters “Future Voter” stickers for their children in attendance.
- Addresses any jams or misfeeds with the scanner by either instructing the voter, or if necessary, clears the jam.
- Remains apart from the scanner to ensure voter privacy.

Same Day Registration / Provisional Ballot Officer

- Assists voters who want to do a Same Day Registration (SDR) – confirms they are in the right precinct.
- Provides SDR or other provisional voters with a provisional envelope to complete, and ensures that it is complete, legible and signed. Completes their portion of the envelope.
- Provide the voter with a provisional ballot, allows them to privately mark it and then place their ballot in the provisional envelope.
- Records the provisional ballot on the provisional log.
- Separate training is provided for this role – this is not usually a role new officers fill.

The Curbside Officer (1 of 2)

- Any registered voter 65 years or older or any registered voter with a permanent or temporary disability may vote curbside.
- Never ask what type of disability a voter has.
- Best to have two EO's from opposite parties but may use just one.
- Check in process is same as inside.
- The curbside officer will place a placard on the vehicle windshield indicating "Voting in Progress" as a signal to campaigners not to approach.

The Curbside Officer (2 of 2)

- Voter given ballot and privacy folder
- Voter marks ballot and returns ballot in privacy folder to EO
- If the voter needs assistance, they must sign or mark the voter needs assistance form
- The voter should be asked to remain in parking space until EO returns to tell voter that the machine has counted the ballot/vote
- This is usually a temporary role when a curbside voter arrives.

Who Else Can be in the Polling Place

- Voters (voters with children under 16 may take them in the marking booth with them).
- A voter's assistant (a disabled or blind voter may have an assistant help them) *Assistance Form Required*.
- Electoral Board Members, Registrar's Staff, authorized technicians.
- Several authorized observers representing a party or candidate (can observe and hear but not interfere).
- Candidates on the ballot - for not more than 10 minutes.
- Members of the press – no filming votes.

Voter ID

Acceptable ID can be any one of the following:

- Your voter confirmation documents
- Your Virginia driver's license
- Your Virginia DMV-issued photo ID
- Your U.S. Passport
- Your employer-issued photo ID
- Any other U.S. or Virginia government-issued photo ID
- Your valid Tribal enrollment or other Tribal ID
- Your Voter ID Card issued by the Department of Elections
- A valid student ID issued by a public or private school of higher education located in the U.S.
- A valid student ID issued by a public or private high school in Virginia
- A current utility bill, bank statement, government check, or paycheck containing your name and address
- Any other current government document containing your name and address
- A signed ID Confirmation Statement

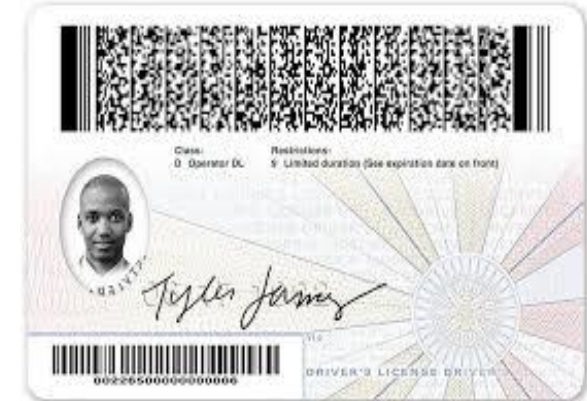
What does “Valid” Mean?

- Valid means that the document appears to be genuine and is not expired for more than one year – IF it has an expiration date.
- Virginia DMV issued Driver’s Licenses are always OK even if they are expired for more than one year.
- Pictures or screenshots of “Valid” IDs are NEVER valid.

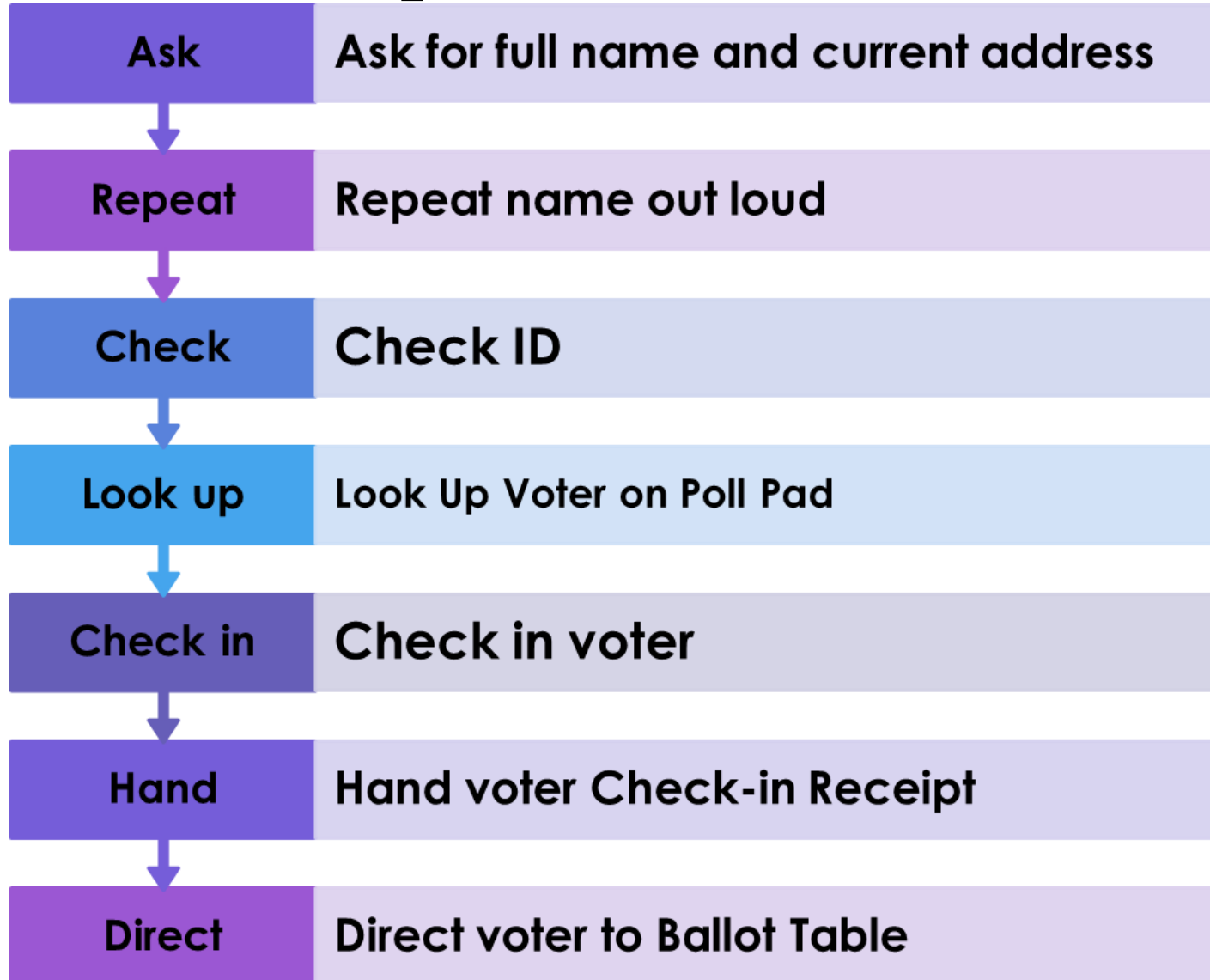
If the Voter has no Valid ID?

- The voter may complete an ID confirmation form and vote a regular ballot.
- If they have no ID and do not want to complete the confirmation of identity form then the voter must vote a provisional ballot.

Unacceptable IDs

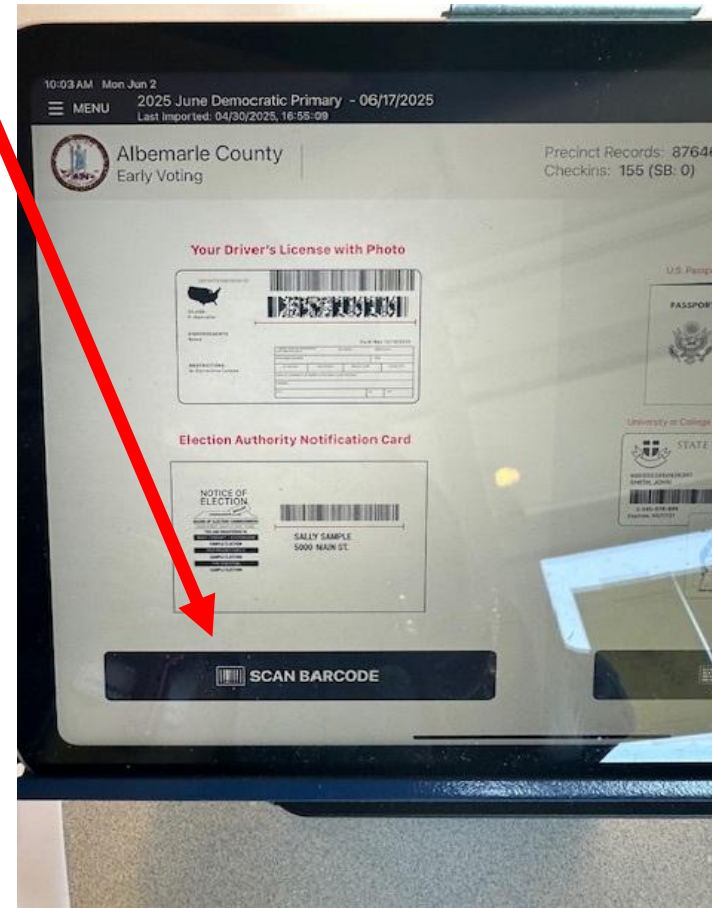
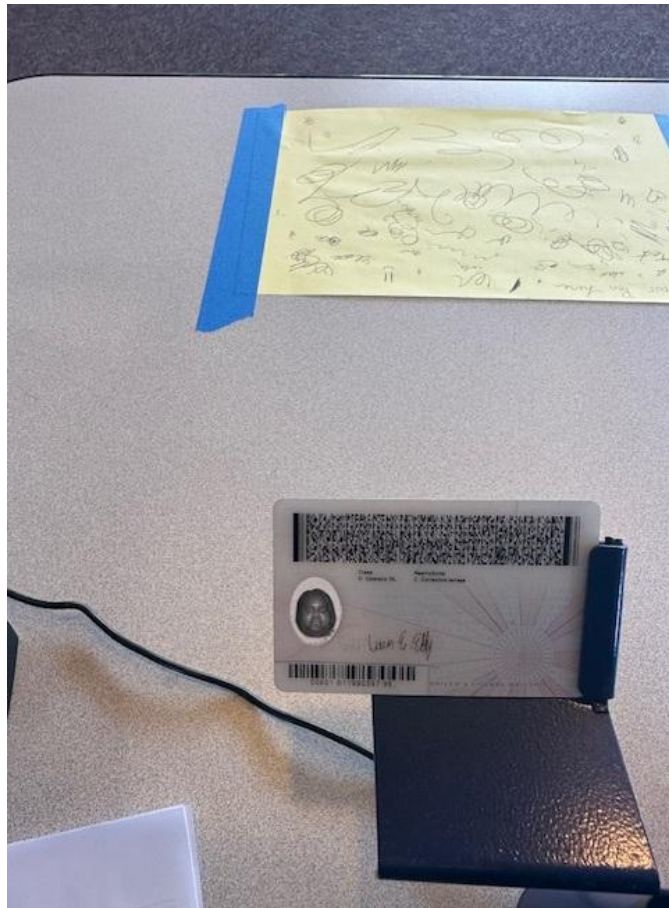


Poll Pad Operation



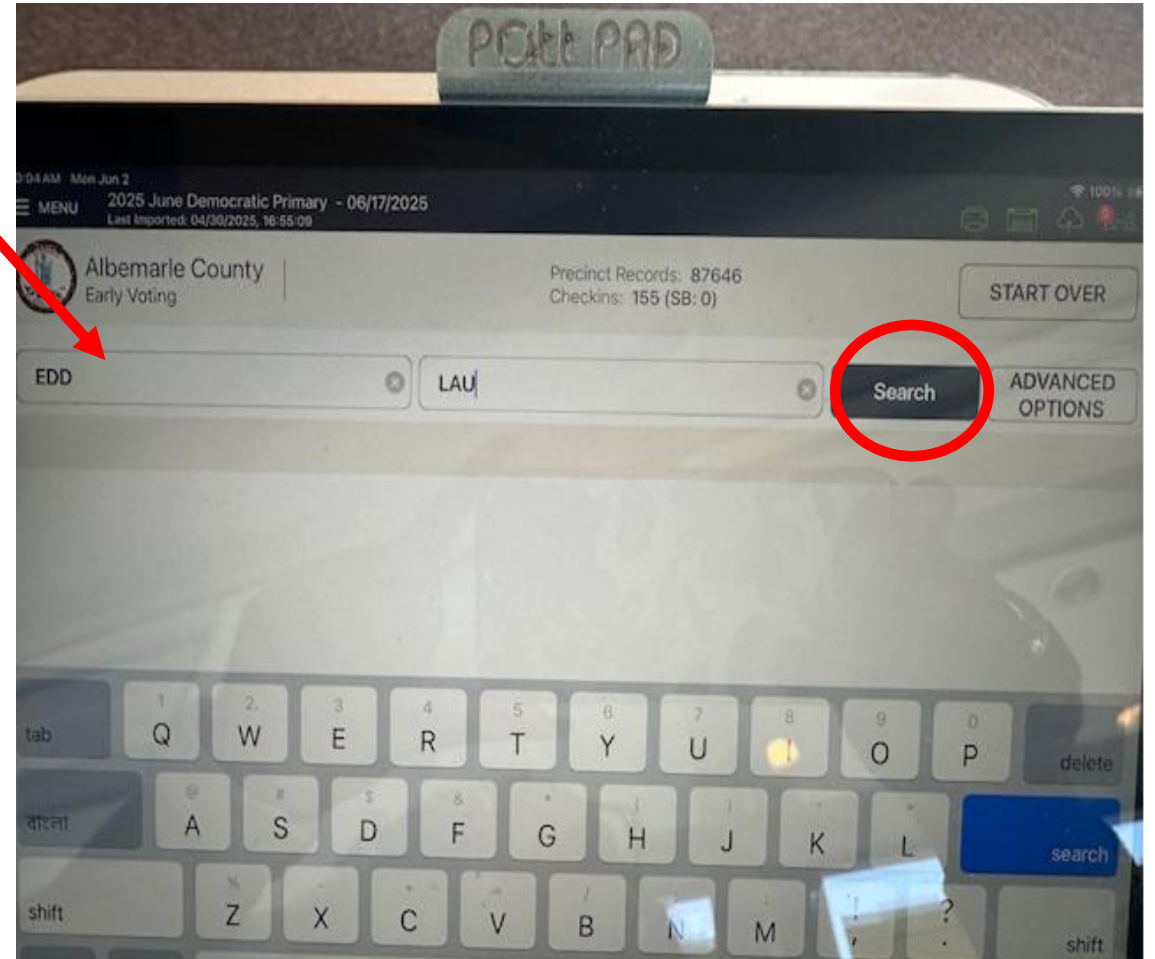
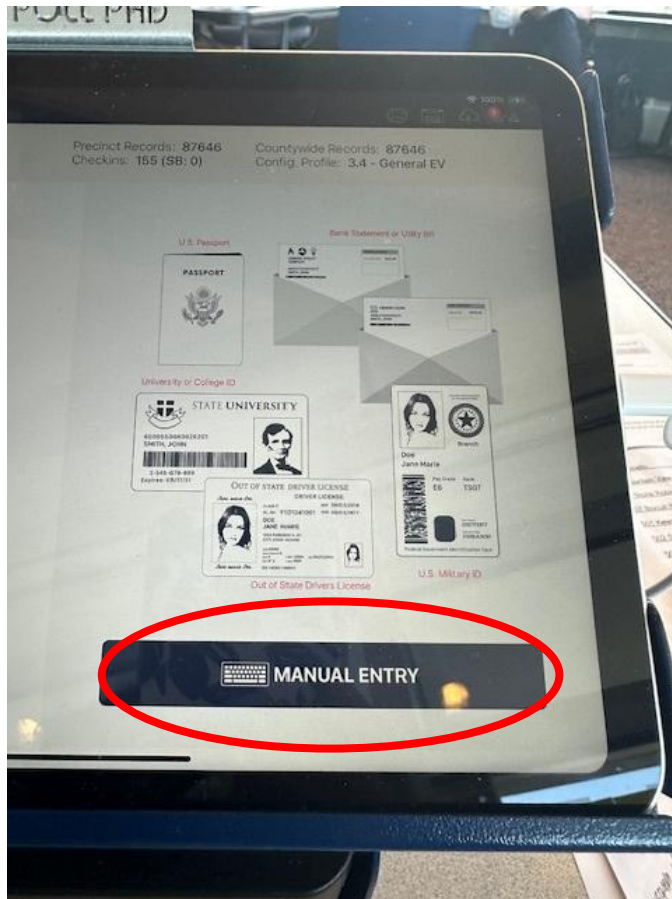
Scanning a Virginia Driver's License

- Place the license in the tray at the back of the Poll Pad
- Click <Scan Barcode> on the Poll Pad Screen

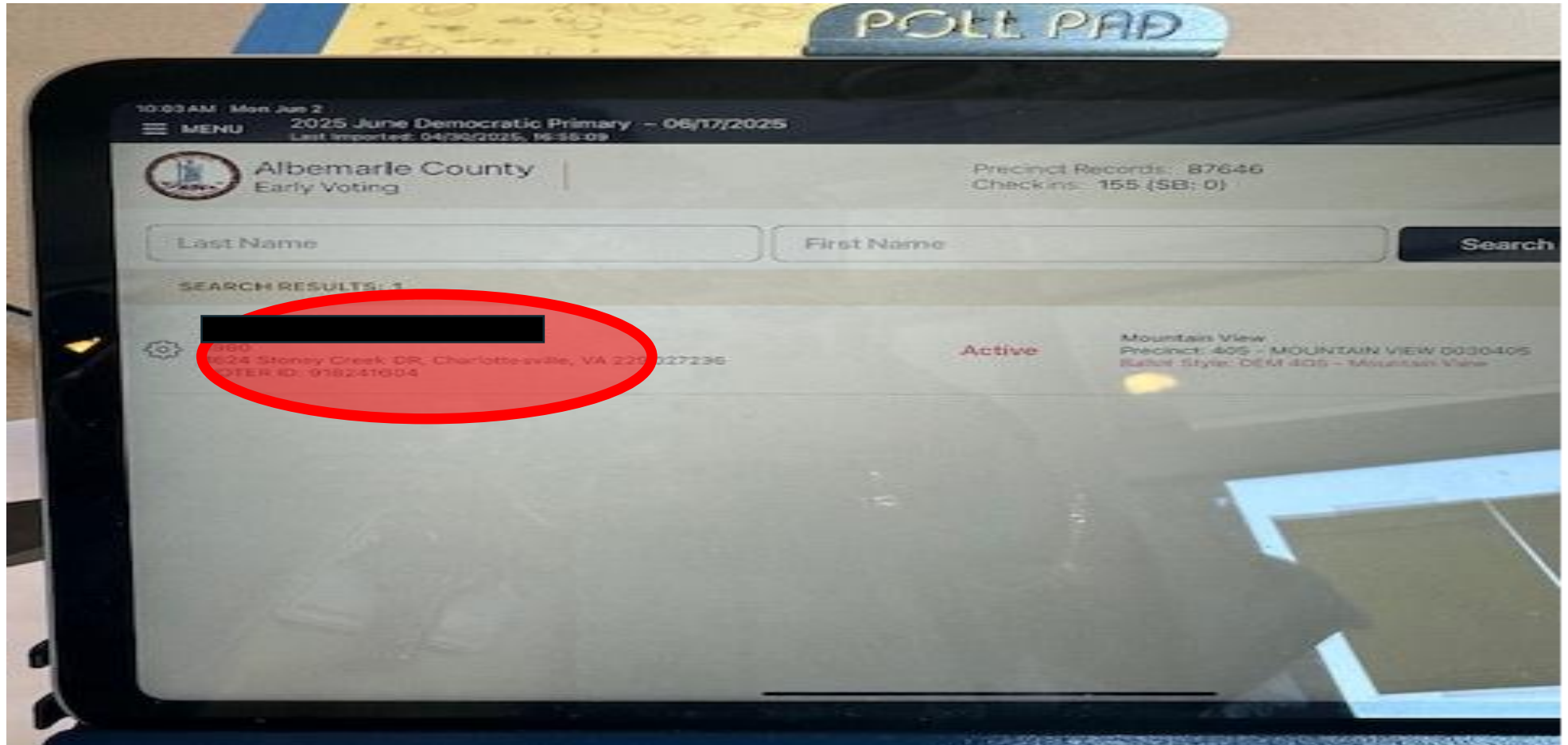


Or, You Can Easily do a Manual Search

- 3 + 3, Last, First

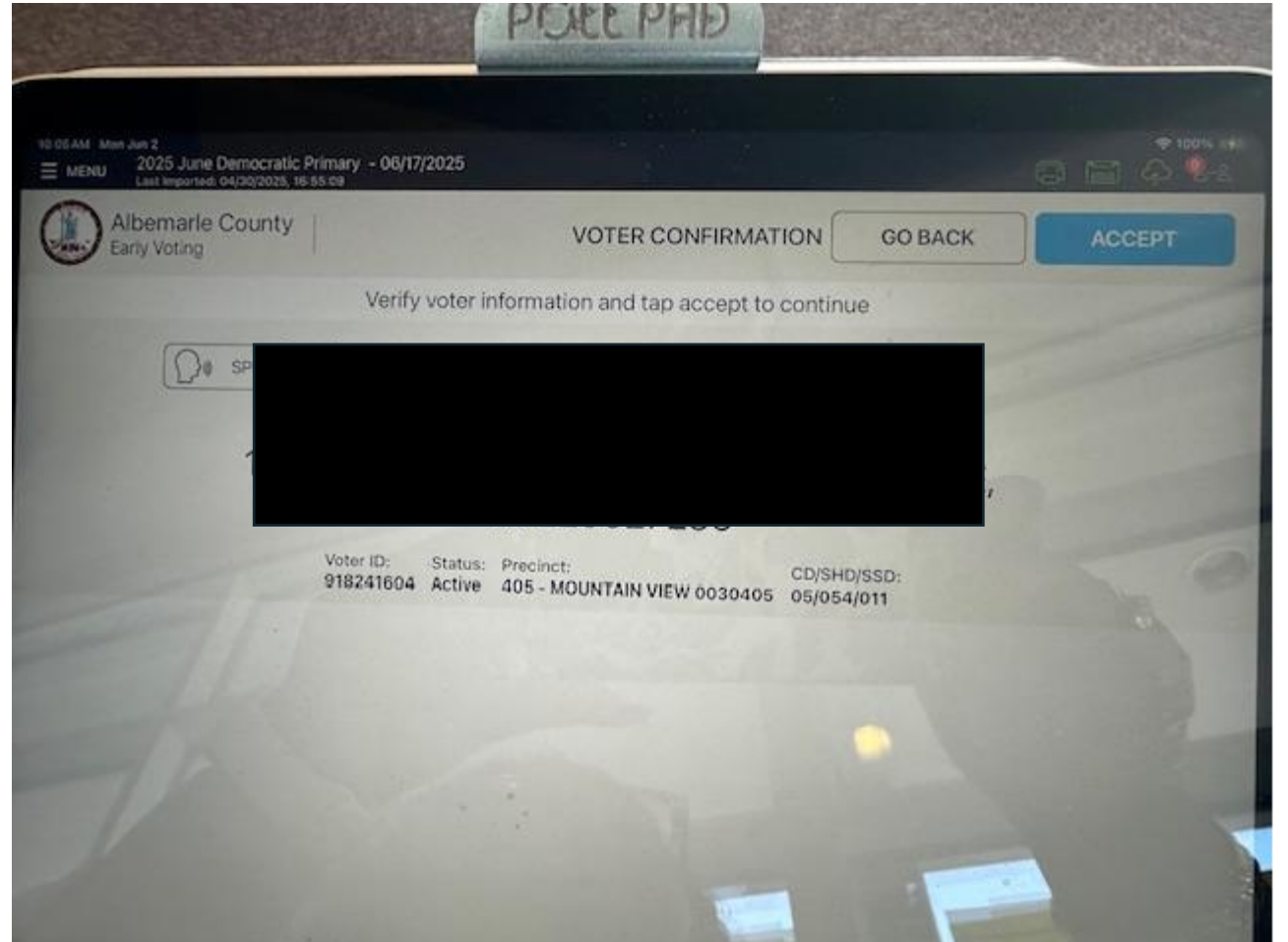


Select the Voter (From List if More than 1)

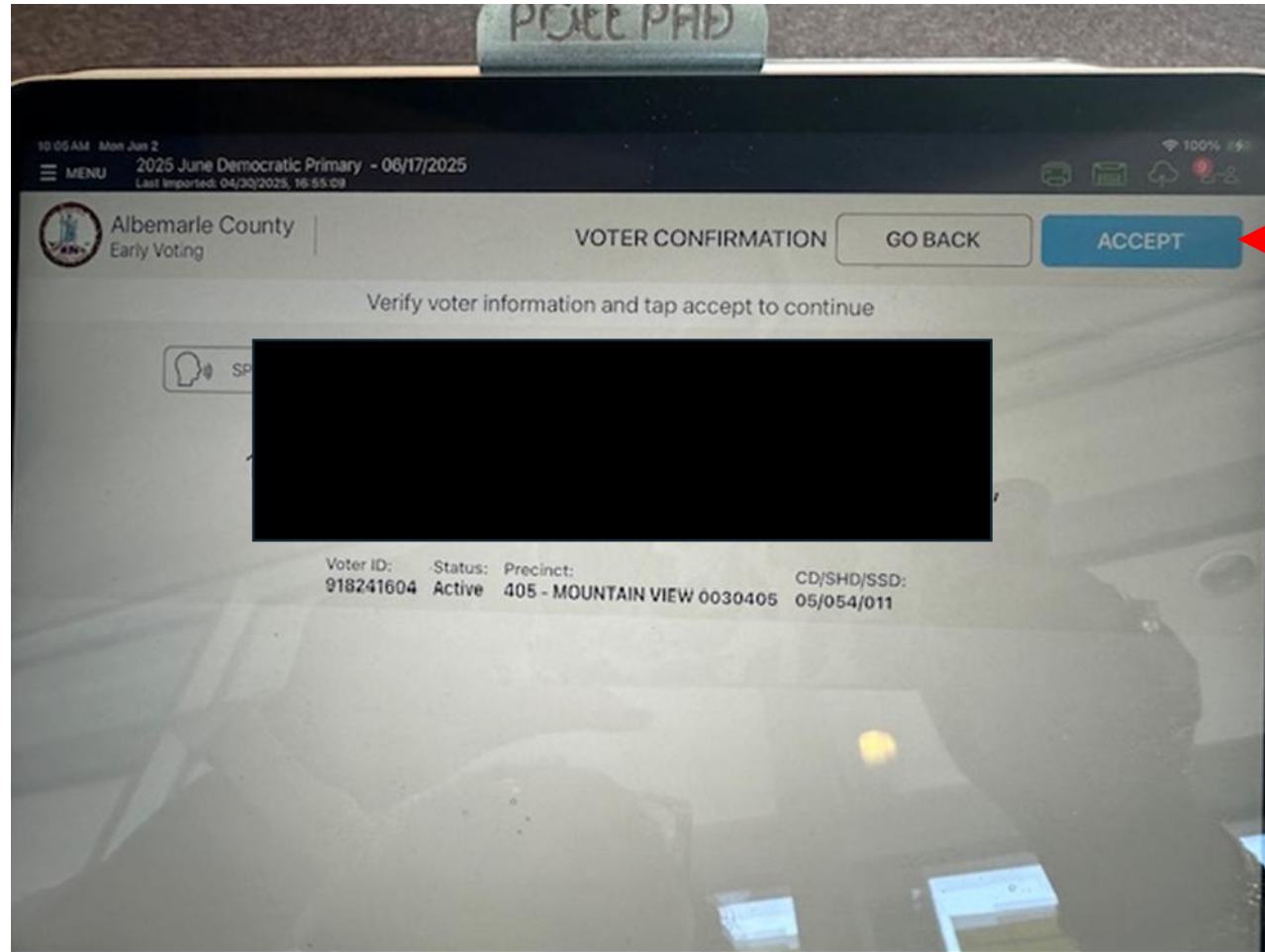


Check-In Screen

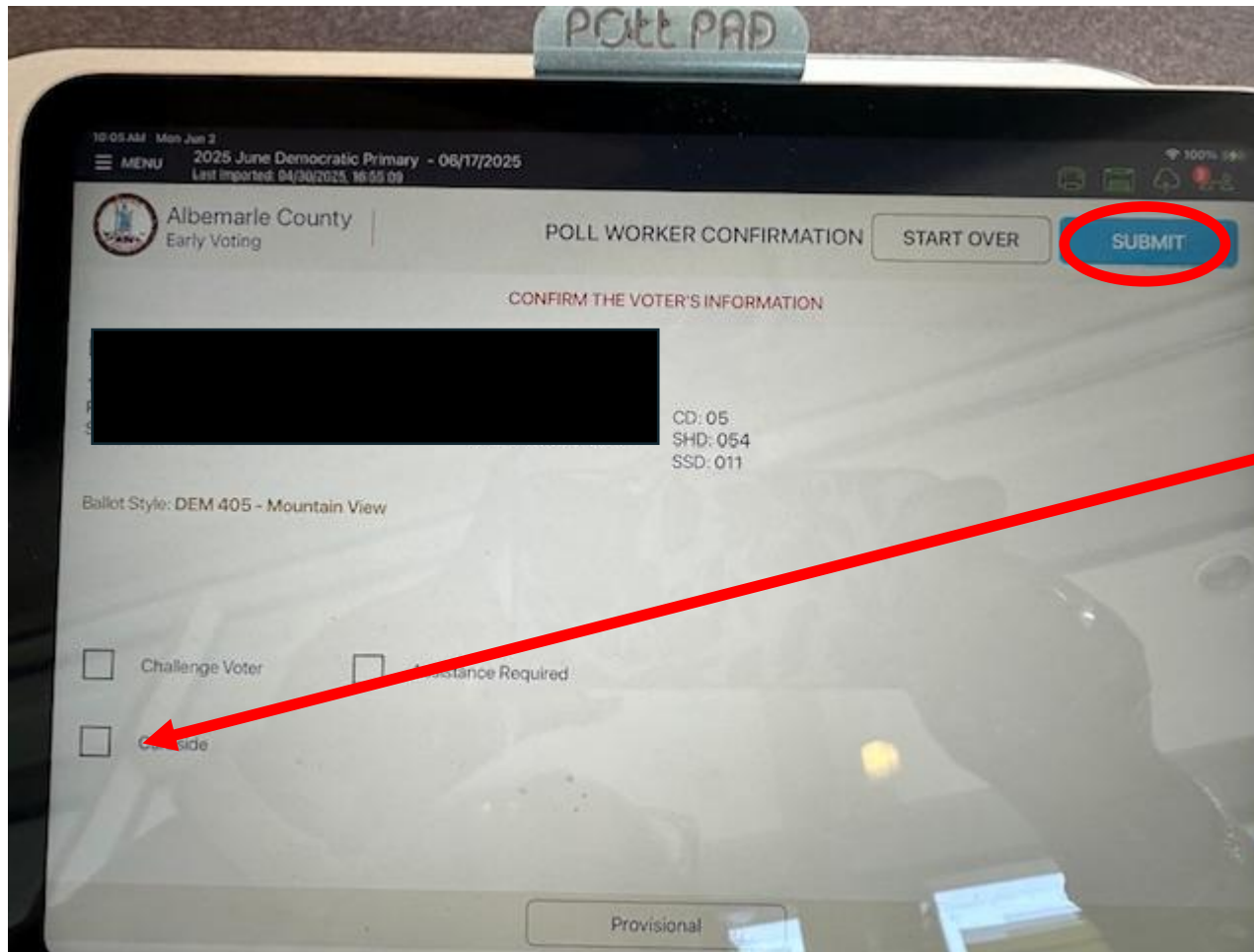
You **MUST** review the Voter details before checking in the voter!



If Everything Matches, Check Them In



If Curbside Voter, Check That Here

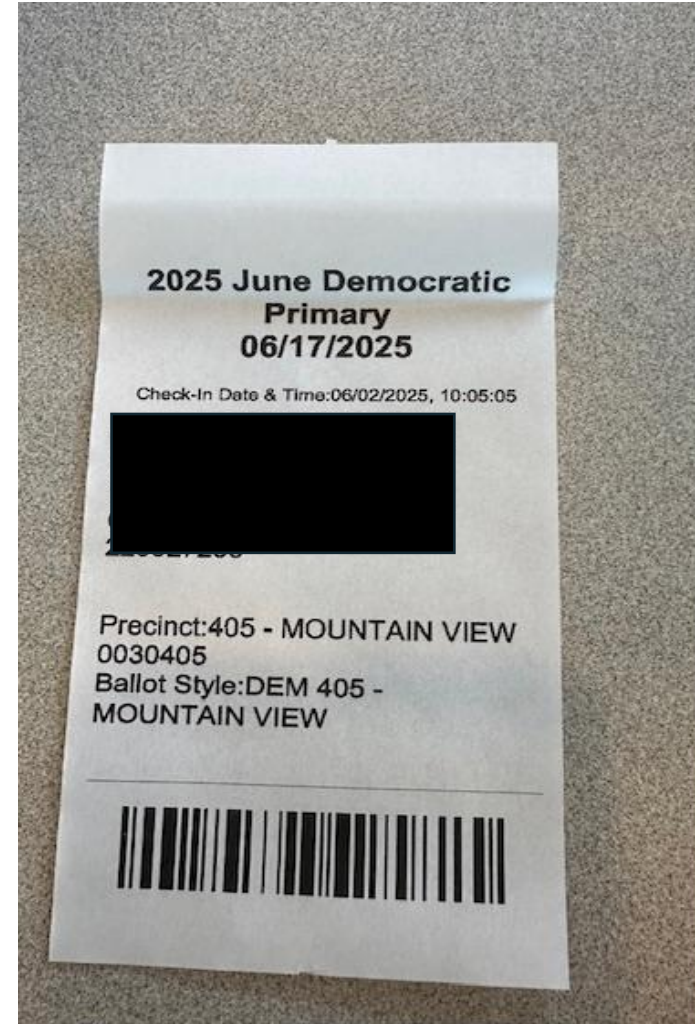


Check the box on the screen to track the curbside voters.

Then Click “Accept” in the upper right corner.

Give the Voter their Check-In Receipt

- Prints automatically when the voter is checked in.
- The voter takes the Check-in receipt to the Ballot Officer to be issued a ballot.



Issues in Checking a Voter In

- Sometimes there is a “flag” on the voter’s record.
- This is usually not a problem and should not be mentioned to the voter.
- Ask the Chief, Assistant Chief, or Check-In specialist for assistance in helping this voter.
- If they want to take the voter away for help, return the voter’s ID to them, back out of the check in process, and move on to help the next voter.

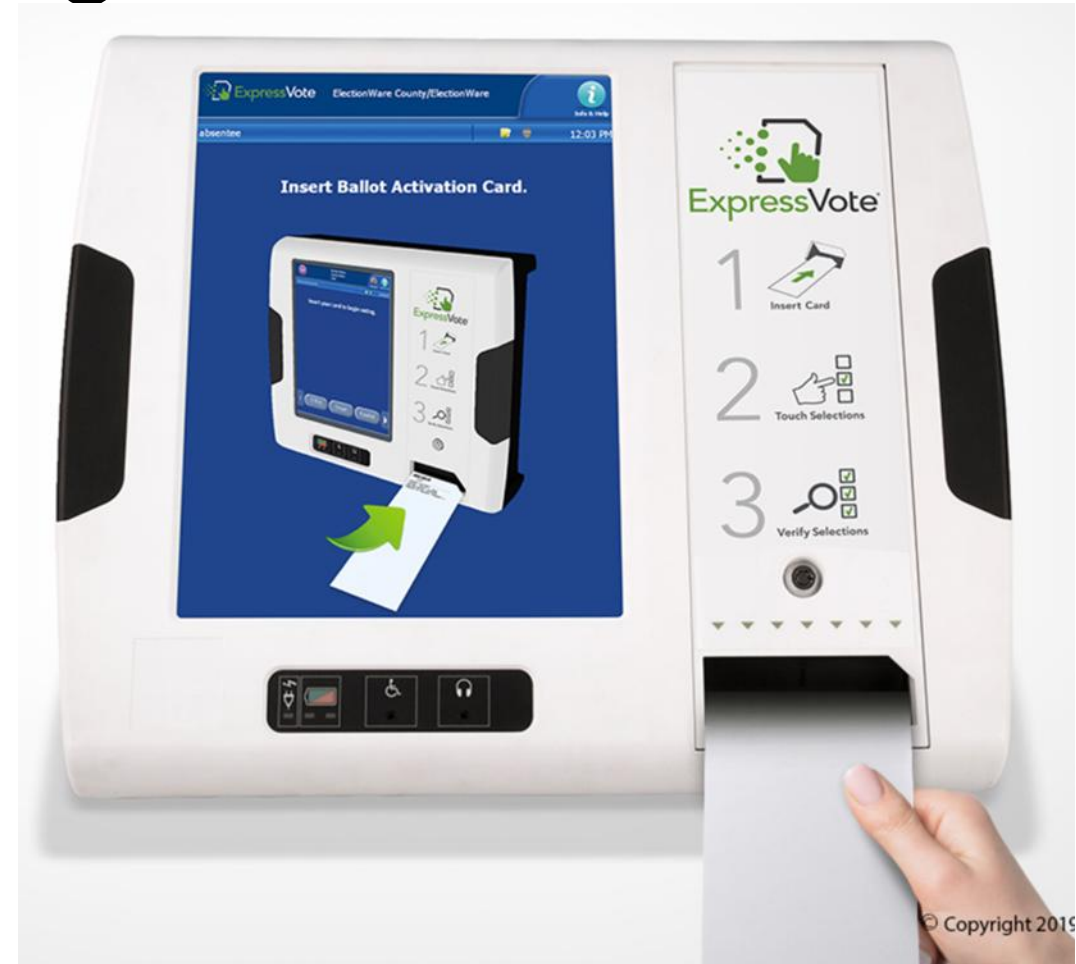
DS300 Digital Scanner

- Tallies and scans each ballot.
- Maintains a count of how many ballots have been fed into the machine for this election day.
- Prints results tapes at the end of the day.
- The ballot scanner is not ever connected to the internet.
- The DS300 does not like voter supplied gel pens – undried gel ink blobs on the ballot may smear onto the scanner glass and dry there.
Voters should use our pens.



ExpressVote – ADA Compliant Marking Device

- The ExpressVote allows voters with physical or visual handicaps to mark their ballot themselves.
- The ExpressVote takes special ballot paper (half-width) and marks a ballot in a special way the DS300 can read.



Questions?

- Thank you for stepping up to serve your community.

Mock Election

