2024 Election Officer Training

Dual Presidential Primary Election

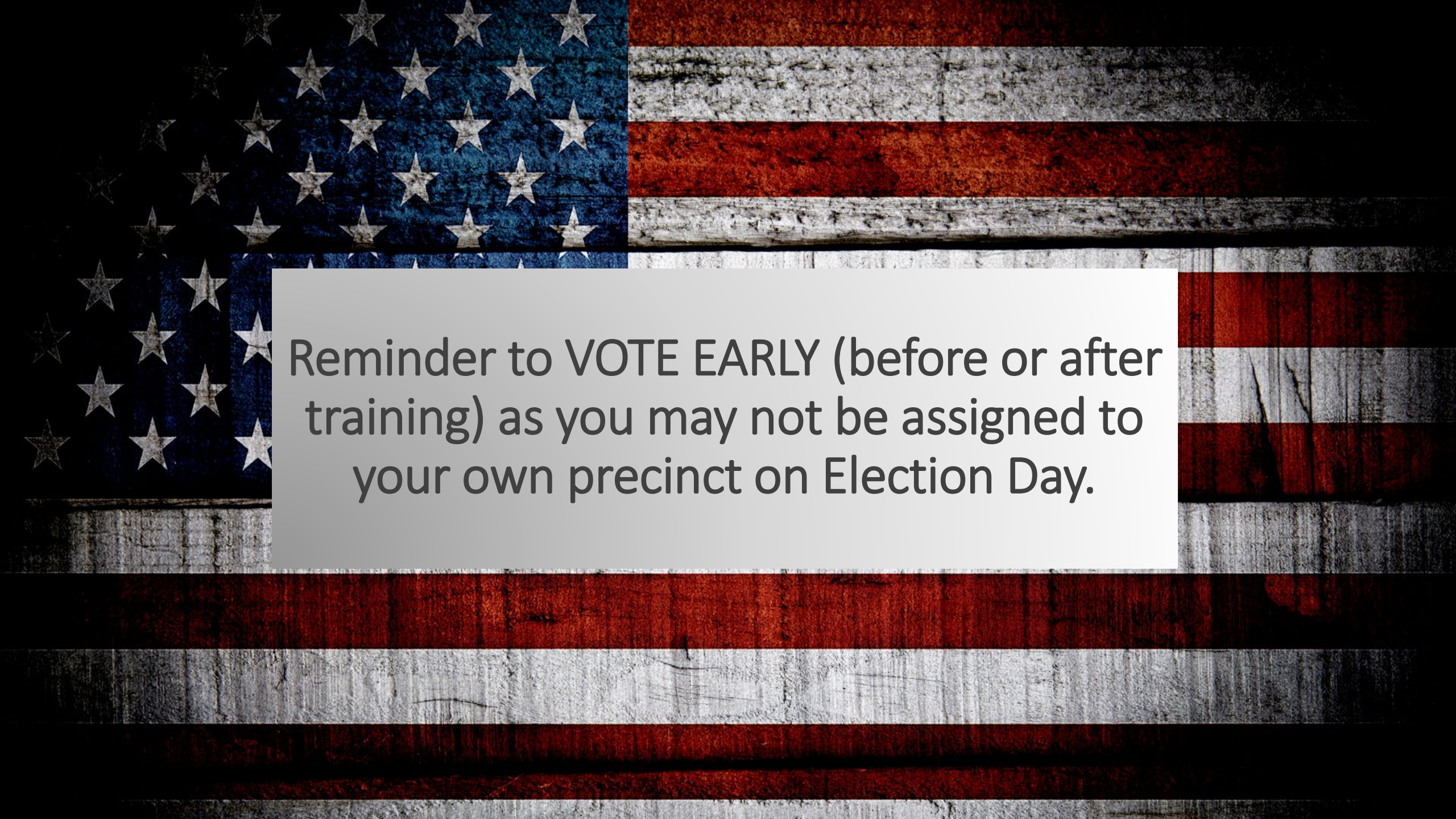
March 5, 2024

Culpeper County, VA

Introductions

- **General Registrar – Melissa Hart**
- **Chief Deputy Registrar – Kendall Trout**
- **Deputy Registrar – Andrew Campbell**

- **Electoral Board Chair – Tracy Neely**
- **Electoral Board Vice-Chair – Don Doyle**
- **Electoral Board Secretary – Clive Richmond**


Reminder to VOTE EARLY (before or after training) as you may not be assigned to your own precinct on Election Day.

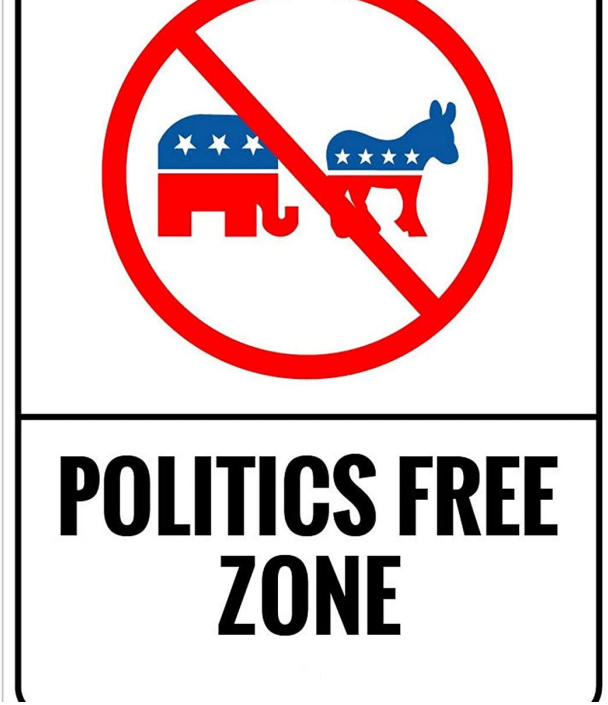
SAVE THE DATE

June 18, 2024
(Primary Election)

November 5, 2024
(General Election)

Purpose

The goal of Election Officer Training is to provide Election Officers with the knowledge and skills needed to be successful on Election Day.



General Housekeeping

- **Comfort/Attire – dress for the weather (layers)**
- **Remember to bring meals and any medication.**
- **Keep food and drinks away from ballots and equipment.**
- **No politics! ...even before and after the polls are closed**
- **Limit conversations with voters. Keep them moving!**
- **Election Officers are NOT ALLOWED to use cell phones in the voting area – voters get nervous.**
- **Bring paper (non-political) reading material with you.**
- **Positive atmosphere – Election Day is a good day!**

Important Tasks of Election Officers

- **Report for work at 5:00 AM on Election Day (unless working a half day shift)**
- **Prepare the polling place for voting**
- **Set up voting equipment**
- **Demonstrate voting procedures**
- **Assist voters as necessary**
- **Maintain order and security at the polls**
- **Close polling place**
- **Certify work done at polling place**

Compensation

- **Precinct Chief: $375/day**
- **Assistant Chief: $330/day**
- **Election Officer: $300/day**

Equal Party Representation at the Polls

The representation of the two parties shall be equal at each precinct, <u>if practicable</u> (Code of Virginia § 24.2-115).

Change of Party Affiliation

Name: _____

☐ **I would prefer to represent the Democratic Party.**

☐ **I would prefer to represent the Republican Party.**

☐ **I would prefer to be unaffiliated.**

_____ _____

Signature **Date**

Thank you for being a part of our team!

- **Administer Oaths to all Election Officers**

What's on the Ballot?

Commonwealth of Virginia
Sample Ballot
County of Culpeper
[Your Precinct]
Democratic Party Presidential Primary
Tuesday, March 5, 2024

Instructions to voters

To vote for a candidate, use a black pen to fill in the oval next to the name, like this:

If you want to change a vote or have made a mistake, ask an election worker for another ballot.

If you make marks on the ballot besides filling in the oval, your votes may not be counted.

President
Vote for only one

- **Marianne Williamson**
- **Joseph R. Biden, Jr.**
- **Dean Benson Phillips**

END OF BALLOT

Ballot Style #	Typ: Seq: Spl:	[Your Precinct]	

Authorized by the Electoral Board of the County of Culpeper, 131 North Main Street, Culpeper, VA 22701
The authority statement printed above must be removed and replaced with the appropriate authority statement for the candidate, committee, individual or group using this ballot for their own purposes. Any reproduction of this MAY NOT be printed on white paper. The authority statement used for this ballot must comply with the requirements of either federal or state law, as appropriate. For state requirements, see §24.2-622 and §24.2-956 of the Code of Virginia. For federal requirements, call the Federal Election Commission, 1-800-424-9530.

Commonwealth of Virginia
Sample Ballot
County of Culpeper
[Your Precinct]
Republican Party Presidential Primary
Tuesday, March 5, 2024

Instructions to voters

To vote for a candidate, use a black pen to fill in the oval next to the name, like this:

If you want to change a vote or have made a mistake, ask an election worker for another ballot.

If you make marks on the ballot besides filling in the oval, your votes may not be counted.

President
Vote for only one

- **Chris Christie**
- **Ryan L. Binkley**
- **Vivek Ramaswamy**
- **Donald J. Trump**
- **Ron D. DeSantis**
- **Nikki R. Haley**

END OF BALLOT

Ballot Style #	Typ: Seq: Spl:	[Your Precinct]	

Authorized by the Electoral Board of the County of Culpeper, 131 North Main Street, Culpeper, VA 22701
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Dual Primary Notice
March 5, 2024, Presidential Primaries

Attention Voters:

There are two elections being held today:

- Democratic Party Presidential Primary
- Republican Party Presidential Primary

"No person shall vote for the candidates of more than one party." *(Va. Code 24.2-530)*

<u>Voters must choose in which party primary they wish to participate.</u>

This applies even if the primaries are for different offices.

What is a Dual Primary?

2

A **dual primary** is two primary elections conducted at the same time, one for each political party.

All persons qualified to vote may vote in either primary election.

(§ 24.2-530)

The voter may **NOT vote in both** primaries held on the same date, even if the desire is to vote for candidates running for different offices. (§ 24.2-530)

Before the Polls Open

All officers must sign the **Oath** and **Pay Sheet** during opening procedures.

- **Oath**: After the Chief swears you in at 5:00 AM, sign the Oath form.

- **Pay Sheet**: During opening procedures, or at another convenient time during the day, fill out and sign the Pay Sheet. **Without this, we cannot pay you!**

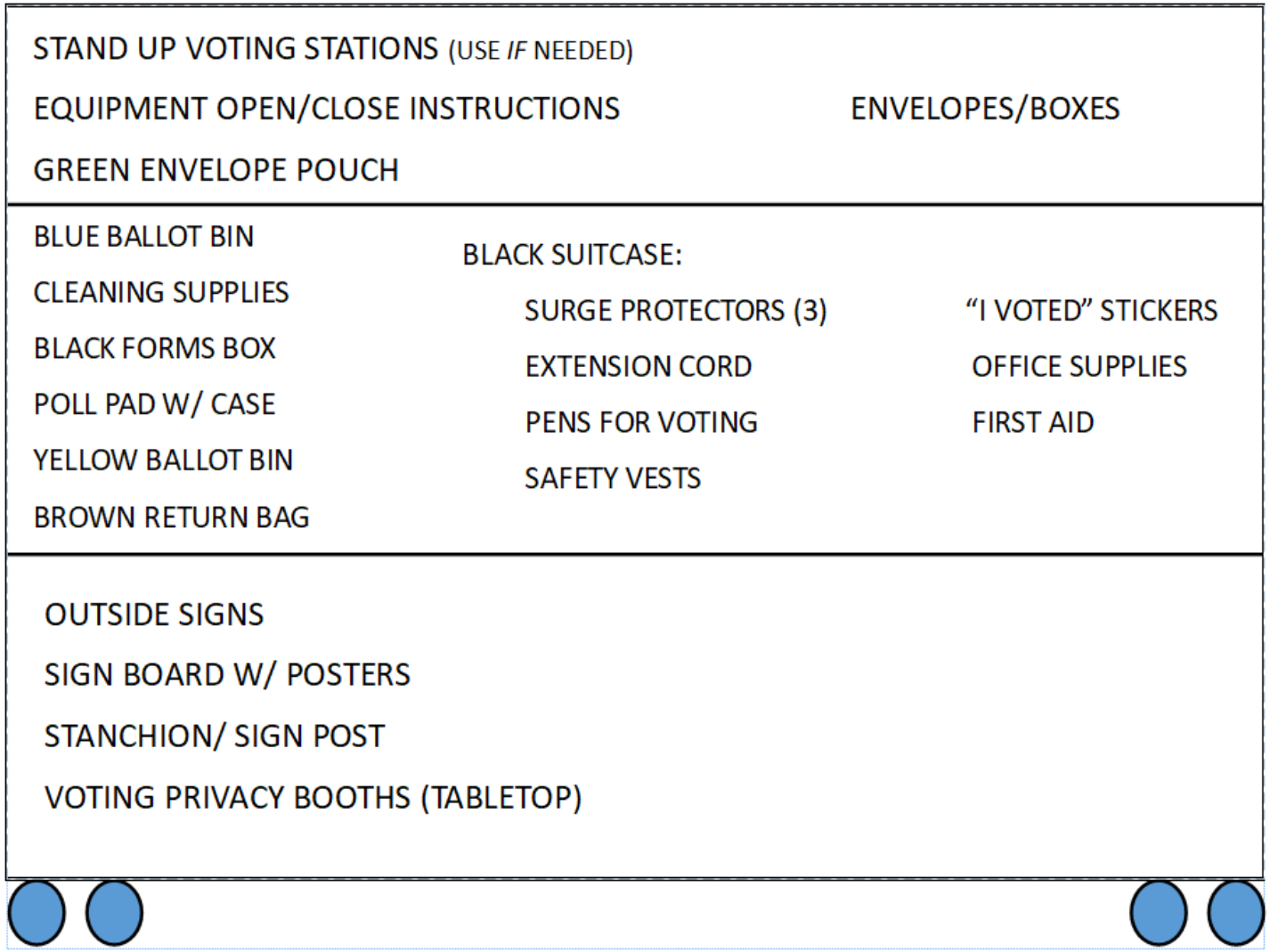
It's 5:00 AM on election morning.
What needs to get done in the next hour?

At 5:00 AM, you will swear in all officers. From 5:00 AM to 6:00 AM, the following tasks need to be completed:

- **Open and set up Poll Pads, the electronic poll books used to check in voters.**
- **Open and set up the DS-200 scanner(s), which scans ballots and tabulates results.**
- **Open and set up the ExpressVote , the assistive ballot marking device for voters with disabilities.**
- **Open and double count first sealed pack of ballots. Mark the ballot record report accordingly.**
- **Post all signs, inside and outside, and mark the 40-foot Prohibited Area.**

As you take turns performing these duties throughout Election Day, remember that your job is to remain efficient while assisting the voters. If you encounter a non-routine voter who requires additional assistance, send them to the Chief or Assistant Chief.

Cart Layout


STAND UP VOTING STATIONS (USE *IF* NEEDED)
EQUIPMENT OPEN/CLOSE INSTRUCTIONS
GREEN ENVELOPE POUCH
ENVELOPES/BOXES
BLUE BALLOT BIN
CLEANING SUPPLIES
BLACK FORMS BOX
POLL PAD W/ CASE
YELLOW BALLOT BIN
BROWN RETURN BAG
BLACK SUITCASE:
SURGE PROTECTORS (3)
EXTENSION CORD
PENS FOR VOTING
SAFETY VESTS
"I VOTED" STICKERS
OFFICE SUPPLIES
FIRST AID
OUTSIDE SIGNS
SIGN BOARD W/ POSTERS
STANCHION/ SIGN POST
VOTING PRIVACY BOOTHS (TABLETOP)

Before the Polls Open: Signs

- Post “Vote Here” signs outside.
- Mark 40’ Prohibited Area.
- Set up the trifold cardboard sign inside.

USE THE CONE/SIGN TO MARK CURBSIDE SPACE.

PLEASE MAKE SURE SIGNS GET BACK INSIDE THE CART BEFORE YOU LEAVE AT NIGHT.

CONES WILL BE PICKED UP SEPERATELY.

Withdrawn Candidates: Posting Notice

- If any candidates have officially withdrawn (not the same as suspended) with the State of Virginia, notices must be posted inside of the voting privacy booths for Election Day.
- If they have not withdrawn officially, you cannot offer information on these candidates to voters, even if you are asked.

DS-200 SCANNER

DS-200 Scanner

The DS-200 scanner is the device voters use to cast their ballot. Once a ballot is inserted, the DS-200 automatically scans and tabulates the votes. Let's review how a DS-200 works.

- **The DS-200 has a scanner at the top, which scans and counts each ballot.**
- **The ballots then drop into the ballot compartment below.**
- **Notice that there is also an auxiliary compartment on the front. If the DS-200's scanner malfunctions or jams, the Chief can unlock this compartment and voters can temporarily insert ballots here instead. After polls close, election officers would remove these ballots and insert them into the scanner (if it is now working) or hand-count them.**

Accessibility at the Polls

- **Election Officers are to ensure that all voters receive courteous and patient attention.**
- **Give undivided attention to a person who has difficulty speaking. If necessary, provide pen and paper for writing notes to communicate.**
- **Speak calmly, slowly, and directly to a person with a hearing problem.**
- **Be aware that service animals, which assist people with disabilities, should be admitted into all buildings.**
- **Offer the option of using the ExpressVote to voters who may need assistance with marking their ballot.**

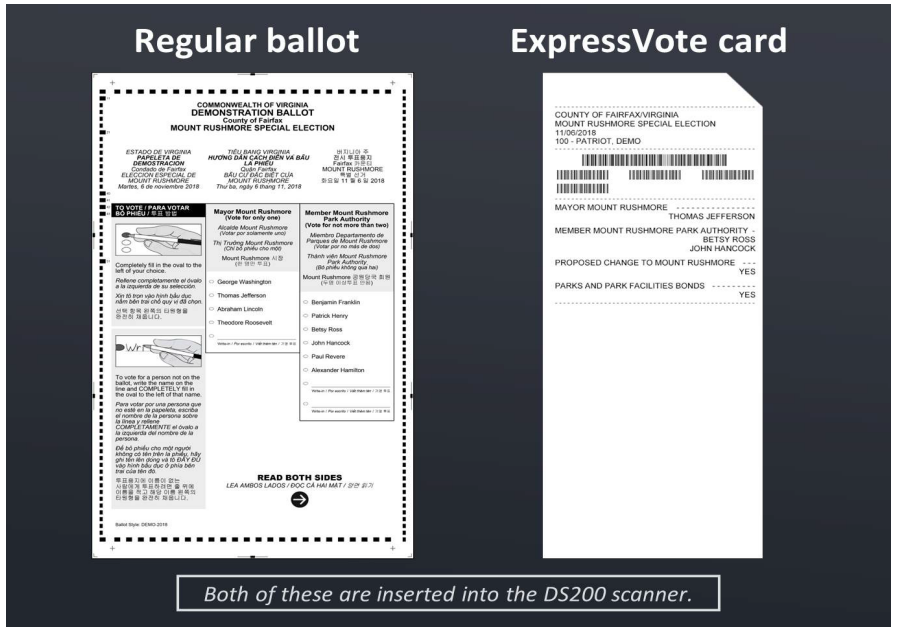
Express Vote Ballot Marking Device

- The **ExpressVote** is a ballot marking device. It marks and prints a ballot for the voter, who then inserts the printed ballot card into a DS200 to be scanned and counted. It's like a large pen!

- The **ExpressVote** is ADA-compliant and offers voters multiple options, including displaying the ballot in multiple languages. The voter can use the touchscreen, audio cues, or the Braille directional pad to make vote selections.

- **Any voter may choose to use the ExpressVote!** Do not question someone's disability or motivation for using an ExpressVote.

FAQ: Will a voter use both a regular paper ballot and an ExpressVote card?

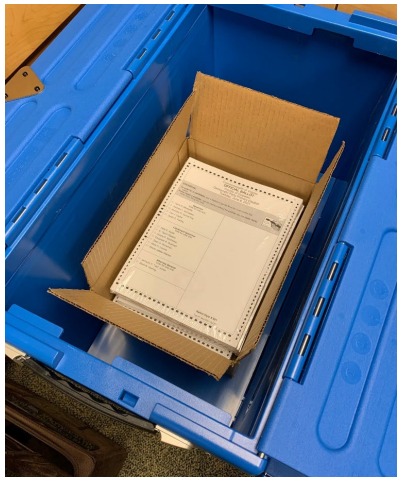


- **No. Once a voter is checked in, they will <u>either receive a ballot to be hand-marked OR an ExpressVote card to be marked using the ExpressVote machine.</u>**

- **If a voter chooses to use the ExpressVote ballot marking device, they will be issued a blank ExpressVote card.**

- **Once a voter makes their selections, the ExpressVote will print a marked ballot card that the voter will then insert in the DS-200 ballot scanner. This printed ballot card is equivalent to a regular ballot.**

Before the Polls Open: Ballots and Ballot Record Reports



IMPORTANT: There will be **TWO** Ballot Record Reports for this election because it is a dual primary.

Ballot Record Report — **Place in Envelope 2**

March 5, 2024 – Democratic Party Presidential Primary Election (orange)

Ballot Style 16 (West Fairfax – 101)

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the blue bin? 12

Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)

- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
- **Record** that number in the column on the far right beside the number 1.
- **For each ballot pack you open**, record the number to the far right beside the pack #.

2. What to do with spoiled, voided and provisional ballots

a **Spoiled ballots** *This is a ballot spoiled by the voter.*

- Cross off or circle the next number below.

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	

b **Voided ballots** *Voter decides not to vote (or you find an abandoned ballot)*

- Cross off or circle the next number below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

c **Provisional ballots** *This is a ballot for a provisional voter.*

- Cross off or circle the next number below.

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

2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Ballot Record Report — **Place in Envelope 2**

March 5, 2024 – Republican Party Presidential Primary Election (orange)

Ballot Style 1 (West Fairfax – 101)

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the blue bin? 12

Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)

- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
- **Record** that number in the column on the far right beside the number 1.
- **For each ballot pack you open**, record the number to the far right beside the pack #.

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17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	
3	
4	
5	
6	
7	
8	
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12	
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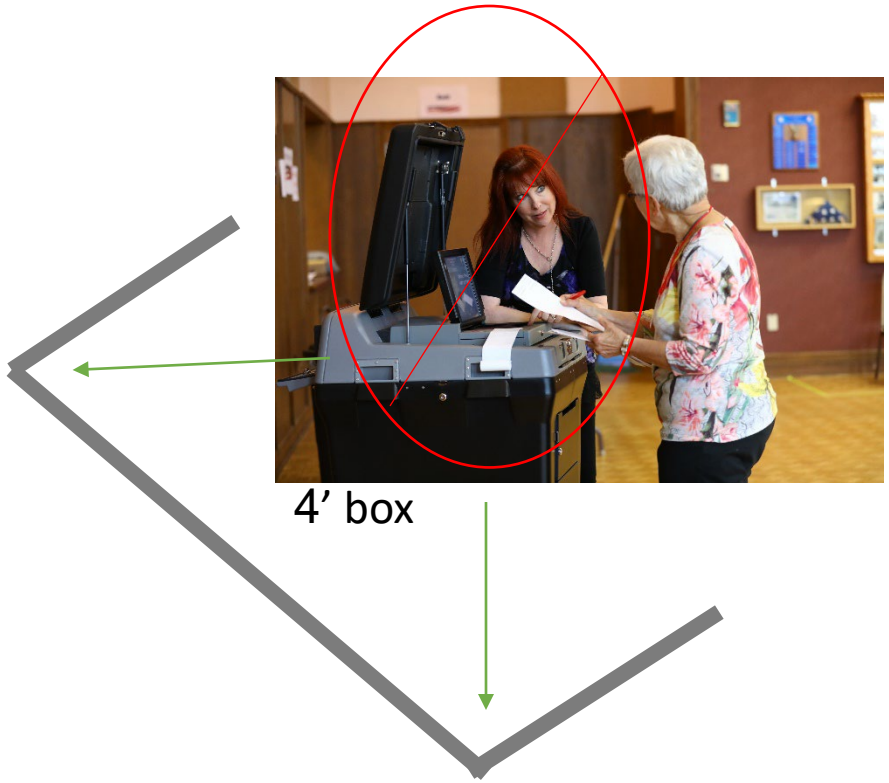
14	
15	
16	

Before the Polls Open: Voter Privacy



<u>Don’t crowd the scanner:</u>

Use the blue tape to mark a box on the floor that is 4’ or more from any side of the box. This will help with voter privacy.

§24.2-638: The equipment shall be placed <u>at least four feet</u> from any table where an officer of election is working or seated.

Setting Up Equipment: Watchers/Observers

Poll Observers/Watchers are your neighbors – they volunteer because they care.

They need to check in with the Chief.

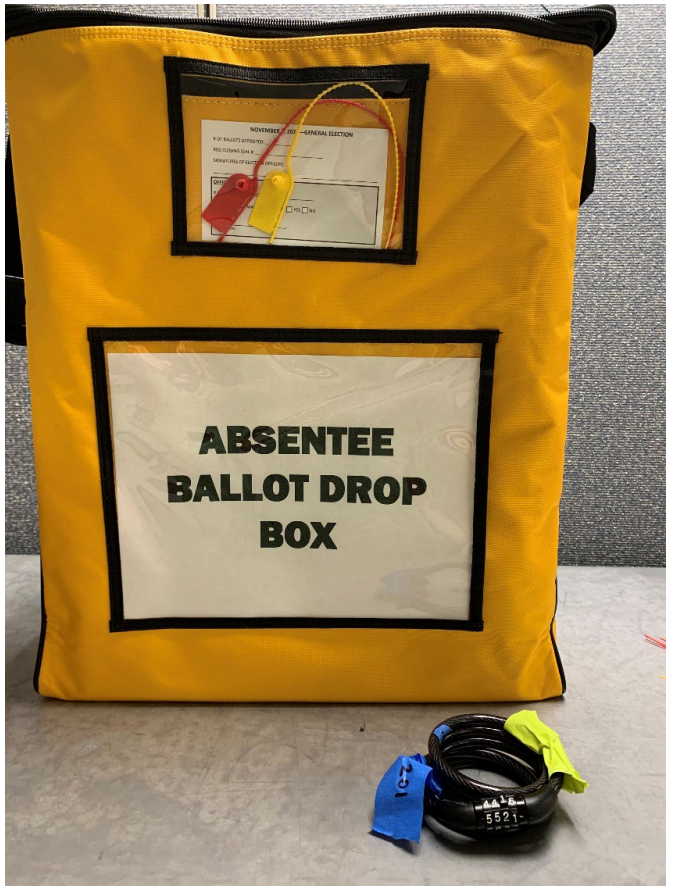
When you set up the pollbooks, designate a space where they can see and hear.

They have a job to do and so do you.

Setting Up Equipment: Absentee Ballot Drop Boxes

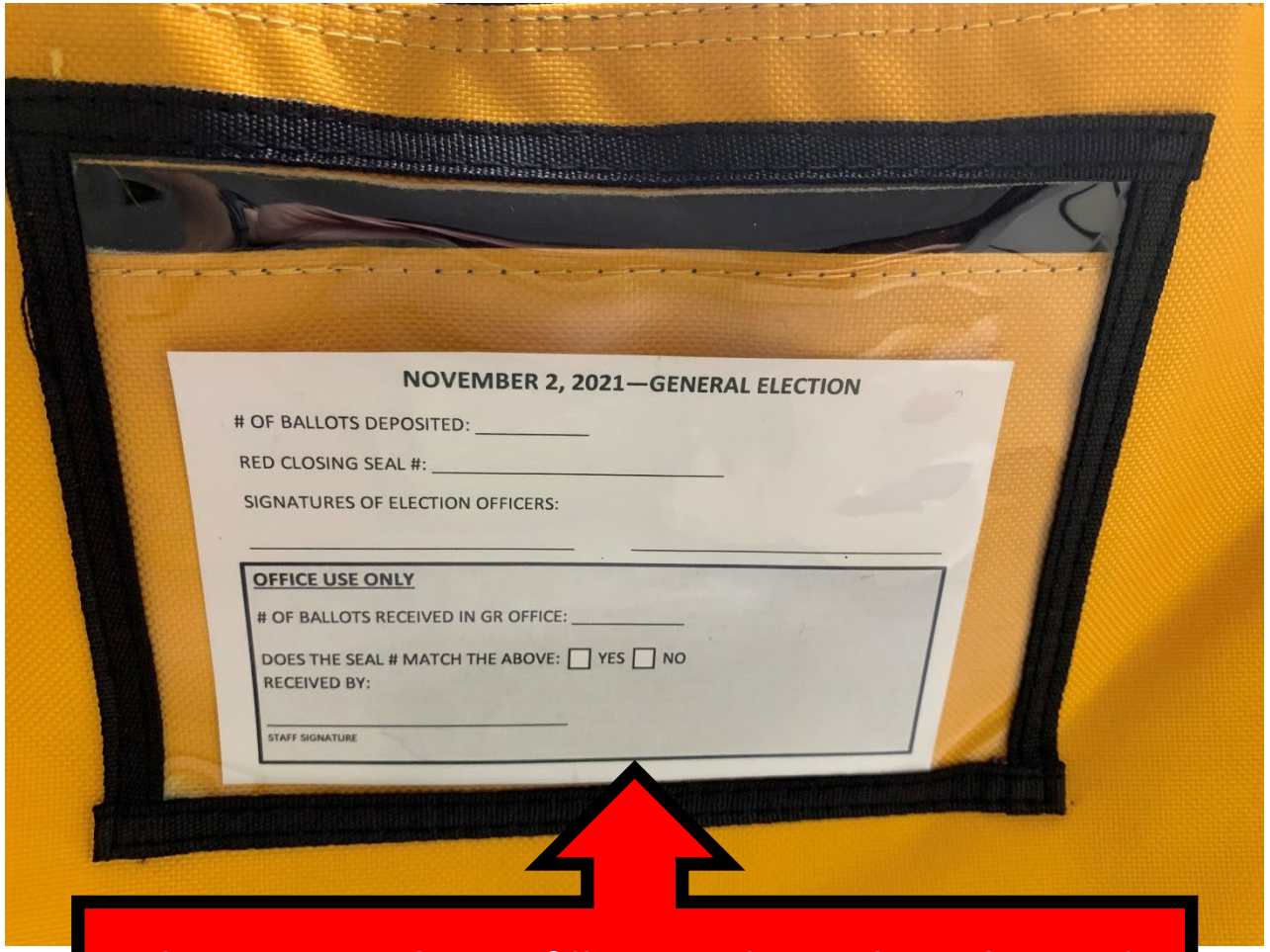
- A yellow, sealable bag is available at ALL polling places for securely dropping off absentee ballots on Election Day ONLY.
  - *You may use the bike lock to attach this bag to the cart or to another secure object.*
  - *The bike lock code is provided on your password index card in the Chief Binder.*

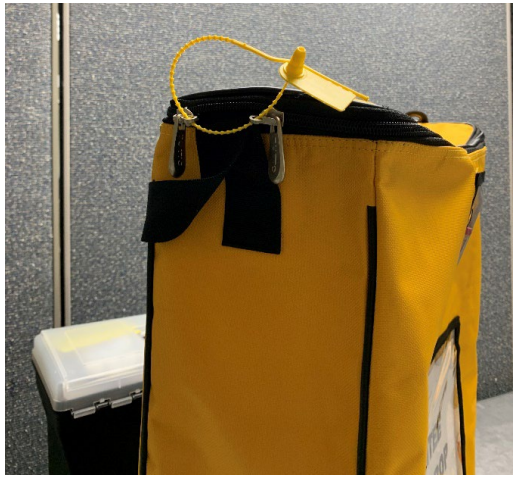
- Voters with marked absentee ballots can skip the vote-in-person line to drop them off here.
  - *Voters surrendering an unmarked ballot to vote in person instead still need to wait in line.*



You must return this bag to the office at the end of the night (even if empty!).

Absentee Ballot Drop Boxes





Please remember to <u>fill out and sign the index card</u> inside the front pocket <u>BEFORE sealing the bag</u> to return to us.

Dual Primary Procedures: Voter Check-in

1. Make sure to have two copies of the sample ballots (one for each primary) displayed on the trifold posterboard for voters
   to see when they arrive.
   - Displaying these near the Dual Primary Notice may help voters better understand the process.

2. Ask for the voter's ID. Scan it or perform manual entry to find the voter in the Poll Pad. Ask for his or her name and address, then confirm the information by repeating it back to the voter. Verify that the information provided matches what is on the Poll Pad screen.
   - Note: the voter may provide their answer aloud or in writing.

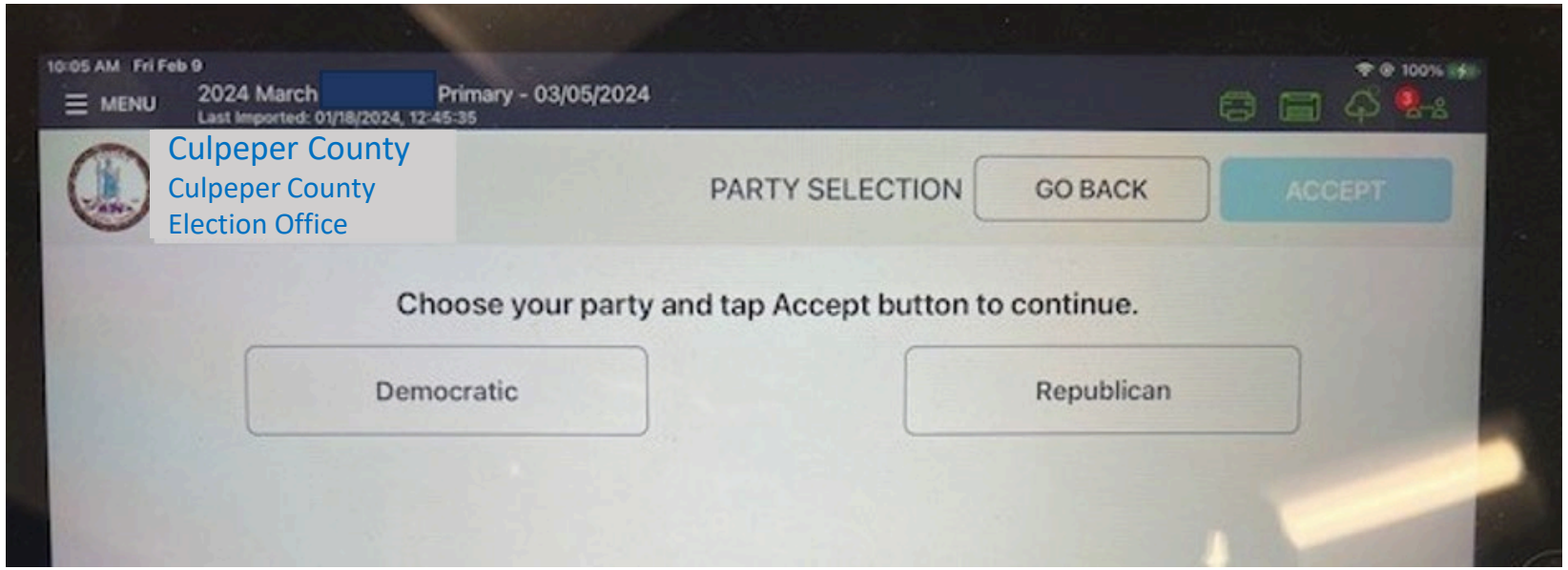
Dual Primary Procedures: Voter Check-in

3. Next, the voter must somehow indicate their choice of primary to the pollbook officer(s). To determine in which primary election the voter wishes to vote, ask the voter: ***"Do you wish to vote in the Democratic Party Primary or in the Republican Party Primary?"***
   - ***This language is recommended by the Virginia Department of Elections.***
   - Note: the voter may provide their answer aloud or in writing.

4. The Election Officer should repeat the voter's name and party primary choice aloud for confirmation. Authorized observers, if any, should be able to hear these two items.

Dual Primary Procedures: Voter Check-in

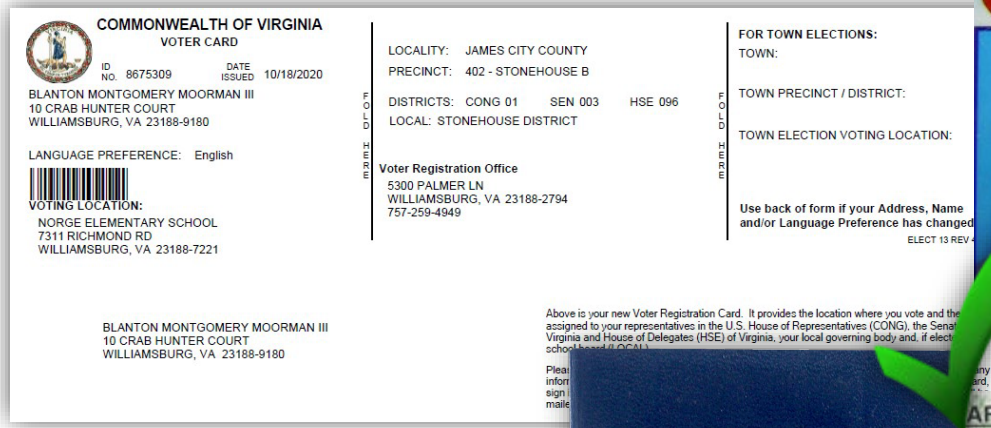
5. When checking in the voter on the Poll Pad, you will be given the option of selecting the Republican or Democratic Party Primary for every voter. Select the voter's choice of primary on the Poll Pad, then click accept to check him/her in.

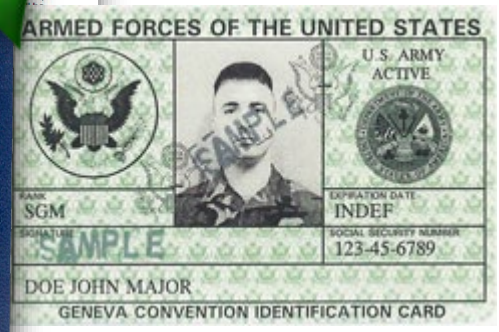


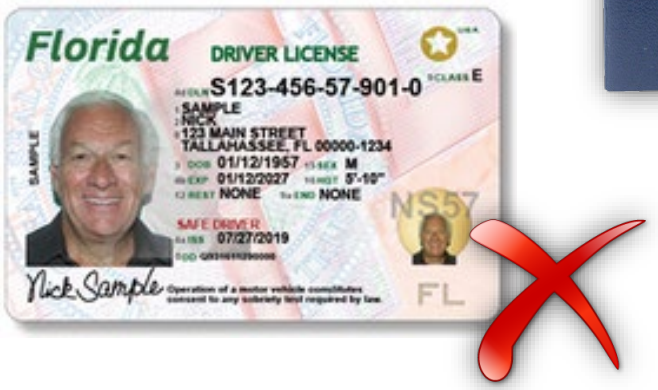
6. Lastly, the Ballot Officer at the check-in table will provide the voter with the ballot style that corresponds with his/her primary selection and direct them to a voting station.

Acceptable Forms of ID

- Only one form of identification is required… it **does not** have to have a picture on it!
- Out of State College IDs are acceptable in both physical and electronic form; however, out-of-state driver's licenses and high school IDs are not.
- Expired VADLs are acceptable.
- The voter's address on all forms of ID **DOES NOT** have to match what the voter says.
- An ID Confirmation Statement (in the black file box) can be used if a voter does not have a form of ID to provide.







★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Voter Identification

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	**Is Accepted?**
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	**No**
Student ID from a high school located outside of Virginia	**No**
Membership card from private organization displaying a photograph	**No**
Credit card displaying a photograph	**No**
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	**No.** Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

**The eleven recognized tribes are: Cheroenhaka (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patawomeck, Rappahannock, and Upper Mattaponi. (https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/)

Virginia Code § 24.2-643(B)

Rev. 8/2023

For additional information, you may reference the list of acceptable IDs provided in the Chief Binder and posted on the trifold posterboard.

Important Information: Answers to FAQs

- If the voter asks why they must choose a primary, explain that the question must be asked and answered so that the voter will receive the ballot requested, and the pollbook(s) will be appropriately marked. State laws require separate ballots and separate paper pollbooks (if used) for each party's primary. While the two primaries are two separate elections, the voter cannot vote in both (§§ 24.2-529 -- 24.2-532).

- **No matter how the voter has provided the information, the Election Officer shall repeat, in a voice audible to party and candidate representatives present, the full name provided by the voter and the ballot the voter has requested to vote** (§ 24.2-643).

Important Information: Answers to FAQs

- After checking in, the voter will be shown as having voted on the pollbooks and would not be able to check in again for the other party's primary.

- The choice to vote in a party's primary does NOT mean that the voter will be "registered" with that party. **Virginia does not have "registration by party"** (§§ 24.2-101, 24.2-418).

- No voter may be challenged on their choice of a primary (§ 24.2-530).
- The voter's address on all forms of ID **DOES NOT** have to match what the voter says.

Voter changes mind about which primary ballot they want to vote.

If a voter has checked in but has NOT yet scanned their ballot, they may switch ballots and vote in the other political party's primary election. Follow these steps in this order:

1. Call for the Chief.

2. Have the voter return their original ballot, write spoiled across ballot and place in Envelope 4 for spoiled and void ballots.

3. Look up the voter in the Poll Pad (should be highlighted in green and state "voted").

4. Undo check-in by selecting voter name.

5. Select box that says, "**spoil ballot".**

6. Chief will put in override password.

The Chief should be the only person to cancel a check-in. If you have any questions, please call us at 540-825-0652.

Voter changes mind about which primary ballot they want to vote.

7. Select the “change party” button located on the bottom middle of the screen.
   a. Select the party that the voter wishes to vote for.

8. Choose the type of ballot to spoil on middle left of screen.

9. Choose a reason on right of screen; it will most likely be “wrong party selected”.

10. Finally, select “spoil ballot” again in upper right of screen.

11. Manually search the voter and verify that they are checked in with the correct ballot style (highlighted in red).

12. Don’t forget to add a spoiled ballot to your ballot record report.

The Chief should be the only person to cancel a check-in. If you have any questions, please call us at 540-825-0652.

Poll Pad Hiccup . . . OH NO! What do I do?

Voters who:

- aren't in the pollbook → **CALL THE OFFICE**

**Remember: the Poll Pads will automatically search countywide, but voters outside of your precinct will be filtered to the bottom and displayed in grey. Check here before calling.*

- have moved → Use "What Ifs" Guide (SDR/Mover's Rules Chart)

- have "VOTED" or "MARKED" next to their name → **CALL THE OFFICE**

All these issues have a solution,
but they may require more research.

REFER THE VOTER TO THE CHIEF & KEEP THE LINE MOVING

NEVER EVER . . . .

- NEVER turn a voter away or send them to another precinct without looking them up first.
- NEVER turn a voter away if they don’t have a valid ID.
  - Note: Photos are no longer required on ID, but a valid form of ID must be provided still.
  - An ID Confirmation Statement (in the black file box) can be used if a voter does not have a form of ID to provide.
- NEVER tell a voter they cannot vote. When in doubt, provide voters with the option to cast a provisional ballot (REFER TO CHIEF).

Outside Polls (Curbside)

If a voter needs to vote curbside (over 65 or has disability):

- Limited staff and/or Chief must handle all curbsides.

The check-in process is the same:

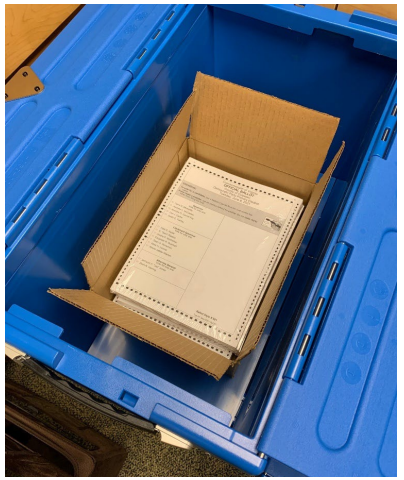
- Someone waits in line and presents the voter's ID.
- The voter is checked in and issued a ballot via the Chief.
- Be sure to check the box that says "Outside Polls" on the pollbook.

The Chief then takes a clipboard, the ballot, a privacy folder, a ballpoint pen, and an "I Voted" sticker to the voter.

Maintaining voter privacy, the Chief returns the marked ballot and inserts it into scanner. Ask voter to wait until ballot is accepted.

While Polls are Open: Ballot Record Reports

REMEMBER: There are **TWO** Ballot Record Reports for this election because it is a dual primary. Please be sure to mark the correct report throughout the day.



Ballot Record Report — **Place in Envelope 2**

March 5, 2024 – Democratic Party Presidential Primary Election — orange

Ballot Style 16 (West Fairfax – 101)

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the blue bin? 12

Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)

- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
- **Record** that number in the column on the far right beside the number 1.
- **For each ballot pack you open**, record the number to the far right beside the pack #.

2. What to do with spoiled, voided and provisional ballots

a **Spoiled ballots** *This is a ballot spoiled by the voter.*

- Cross off or circle the next number below.

✖	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

b **Voided ballots** *Voter decides not to vote (or you find an abandoned ballot)*

- Cross off or circle the next number below.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

c **Provisional ballots** *This is a ballot for a provisional voter.*

- Cross off or circle the next number below.

✖	✖	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

2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	100
3	100
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Ballot Record Report — **Place in Envelope 2**

March 5, 2024 – Republican Party Presidential Primary Election — orange

Ballot Style 1 (West Fairfax – 101)

1. Start here at the beginning of the day

How many unopened ballot **packs** are inside the blue bin? 12

Multiply the total number of packs your received by 100: 1200 (BALLOTS AM)

- **Open** and **count** the ballots from the first pack (or packs if you expect to be busy).
- **Record** that number in the column on the far right beside the number 1.
- **For each ballot pack you open**, record the number to the far right beside the pack #.

2. What to do with spoiled, voided and provisional ballots

a **Spoiled ballots** *This is a ballot spoiled by the voter.*

- Cross off or circle the next number below.

✖	✖	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

b **Voided ballots** *Voter decides not to vote (or you find an abandoned ballot)*

- Cross off or circle the next number below.

✖	2	3	4	5	6	7	8	9	10	11	12	13	14	15

c **Provisional ballots** *This is a ballot for a provisional voter.*

- Cross off or circle the next number below.

✖	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

2. Open Packs

Ballot pack #	# of ballots in pack
1	100
2	100
3	100
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Who May Be in the Polling Place?

- Any member of the Electoral Board
- Officers of Election
- Any authorized party representative, candidate representative, or poll observer
- A candidate who is voting (no time limit)
- A candidate who is not voting (**10 minutes maximum**)
- Voting equipment custodians
- Qualified voters
- Minors (**age 15 or younger**) accompanying parent
- News media representatives

Authorized Representatives

- May not interfere or visit with officers of election. They may sit behind, but not at, the check-in table.
- May challenge a voter for cause.
- Must be able to hear check-in officer repeat voter's name and ballot selection.
- See *Guideline for Campaigners and Authorized Representatives* for more information in Chief Binder.

Prohibited Activities Inside the Polling Place

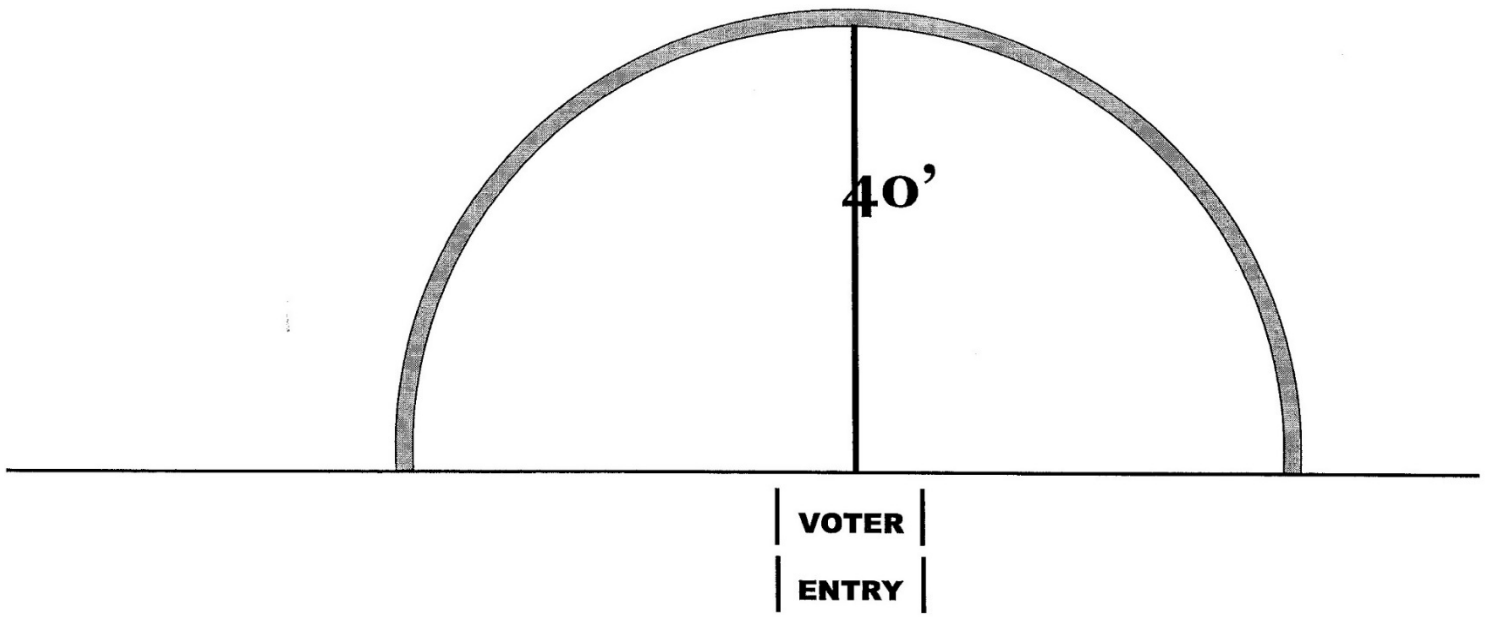
- Campaigning is not permitted by anyone inside the polling place.
- No person may give, tender, or exhibit any ballot, ticket, or other campaign material to any person.
- No person may solicit or in any manner attempt to influence any person casting their vote.
- No one may hinder or delay any officer of election or voter.

Activities PROHIBITED within 40 feet of the Polling Place

- All activities and signage created to influence the voters
- Obtaining precinct results
- Bake sales or similar activities
- Cannot stop or delay a voter or Officer of Election or try to influence any person in casting their vote
- Carrying of firearms
- Using loudspeakers are prohibited within **300 feet** of the polling place (except for school purposes or emergencies)

You may see people collecting petition signatures during the June 18th Primary. That is acceptable outside of the 40' line.

Per *Section 24.2-530* of the Code of Virginia
Political Campaigning, Loitering & Congregating
Are PROHIBITED
Within <u>40 FOOT</u> of polling place entrance



Building
[POLLING PLACE]

Provisional Voting: Reason Codes

The Chief will handle all Provisionals.

Reasons for Voting Provisionally:

#1: Same Day Registration (SDR) or voter's name does not appear in pollbook

#3: Voting after hours due to court order

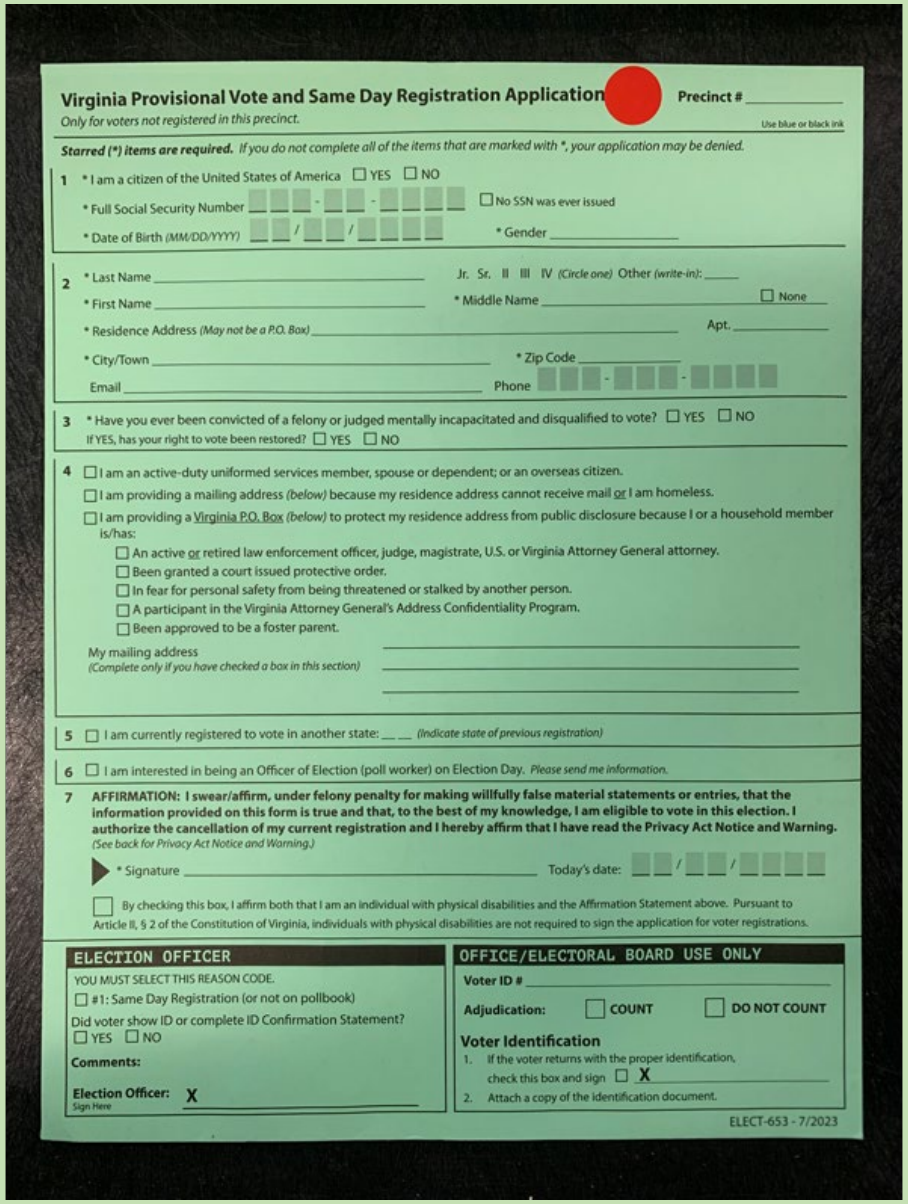
#4: Voter was issued an absentee ballot by mail but doesn't have it with them to surrender.

#5: Voter appears in the pollbook as having already voted

#6: Other

#7: Voter does not have required ID and refuses to fill out an ID Confirmation Statement

Provisional Voting: Ballot Envelopes



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.

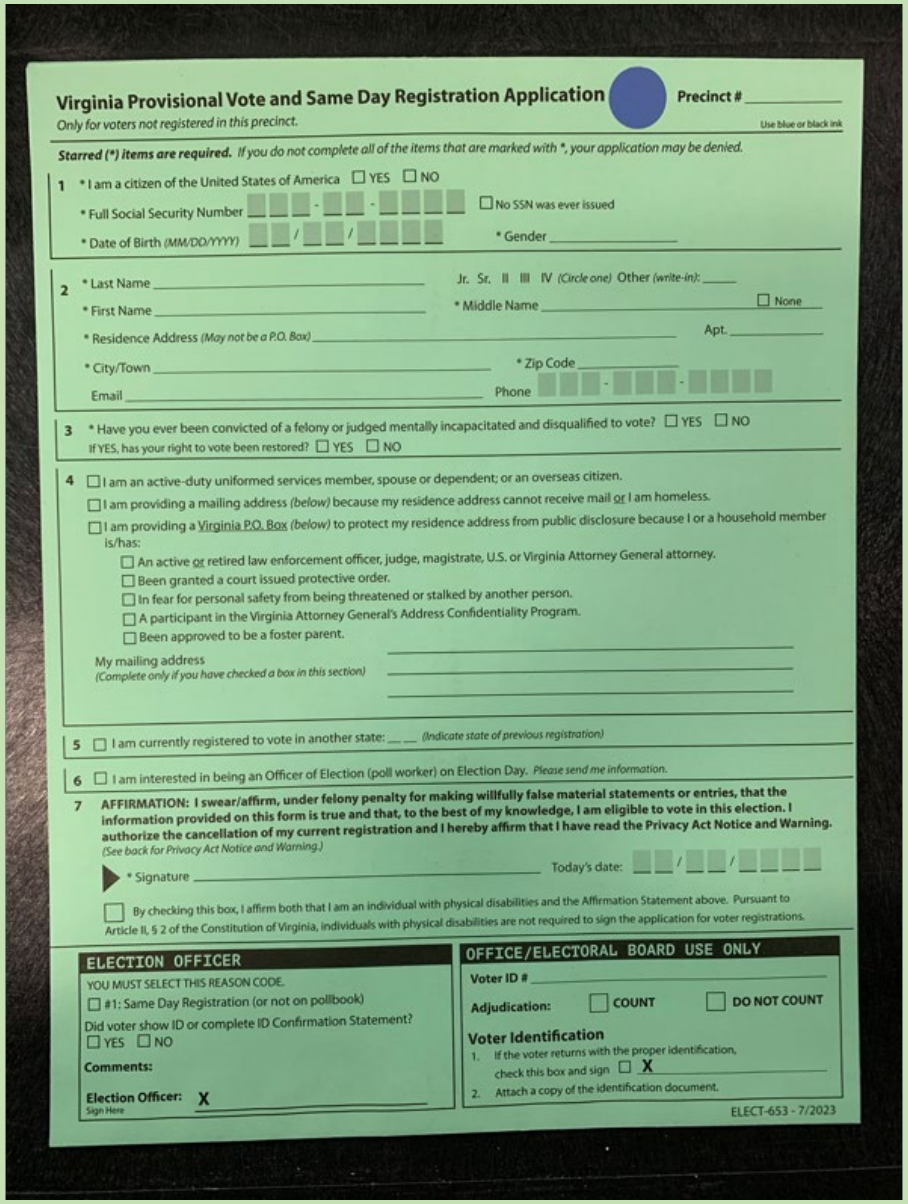
ELECTION OFFICER
YOU MUST SELECT THIS REASON CODE.
☐ #1: Same Day Registration (or not on pollbook)
Did voter show ID or complete ID Confirmation Statement?
☐ YES ☐ NO
Comments:
Election Officer: X _____ Sign Here

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 ☐ X _____
2. Attach a copy of the identification document.

ELECT-653 - 7/2023

FRONT

SDR ONLY!



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: X _____ 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 ☐ X _____
2. Attach a copy of the identification document.

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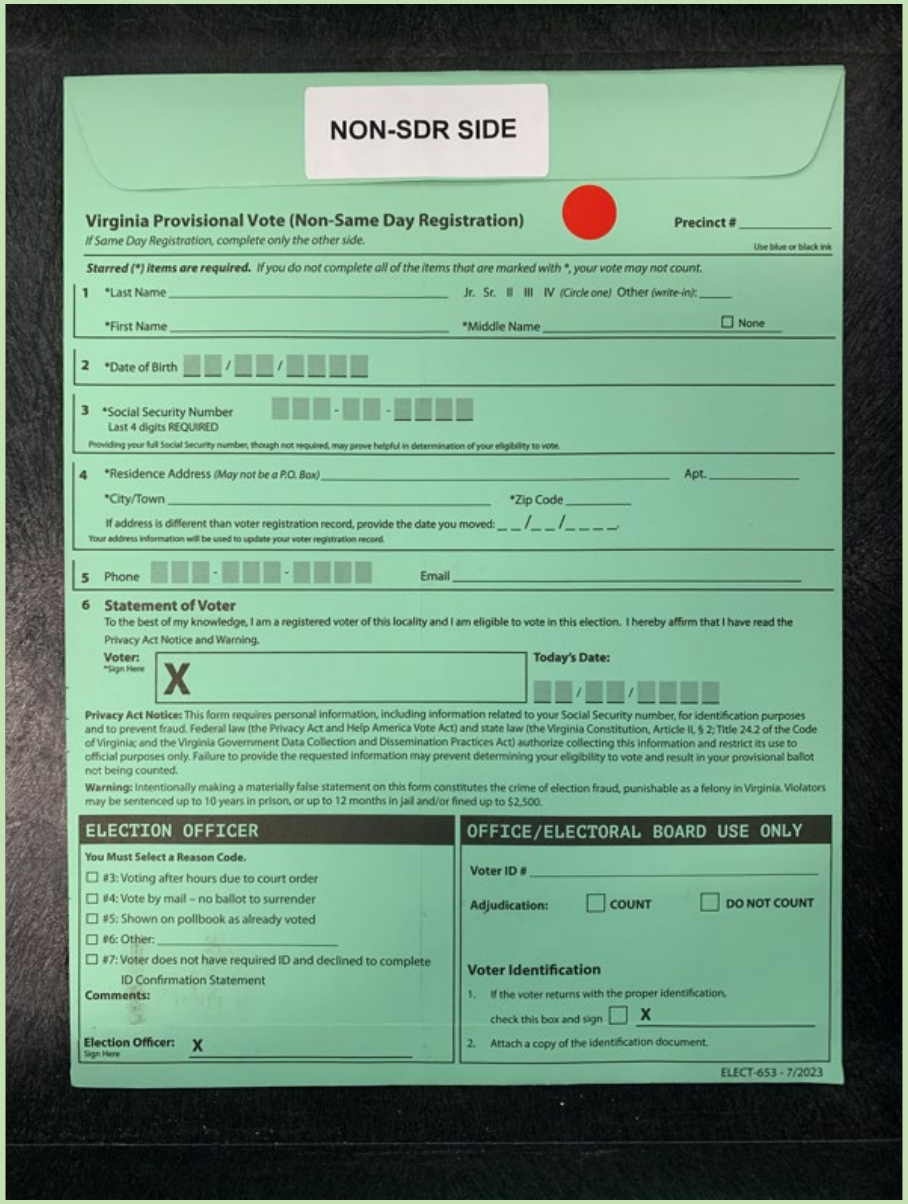
Provisional Voting: Ballot Envelopes


NON-SDR SIDE

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 X _____

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 ☐ X _____
2. Attach a copy of the identification document.

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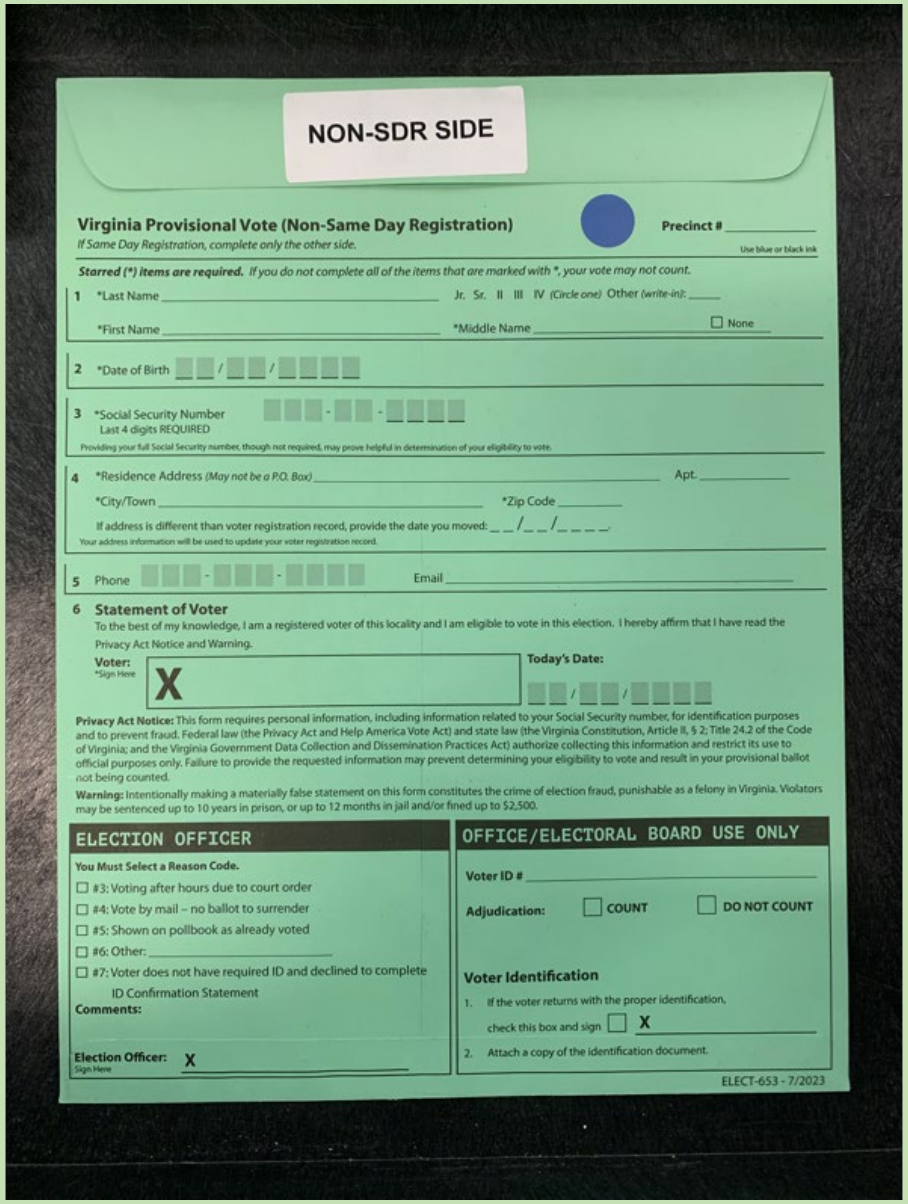
BACK

NON-SDR (ALL OTHER REASONS)


NON-SDR SIDE

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.

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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 X _____

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 ☐ X _____
2. Attach a copy of the identification document.

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Same Day Registration (SDR)

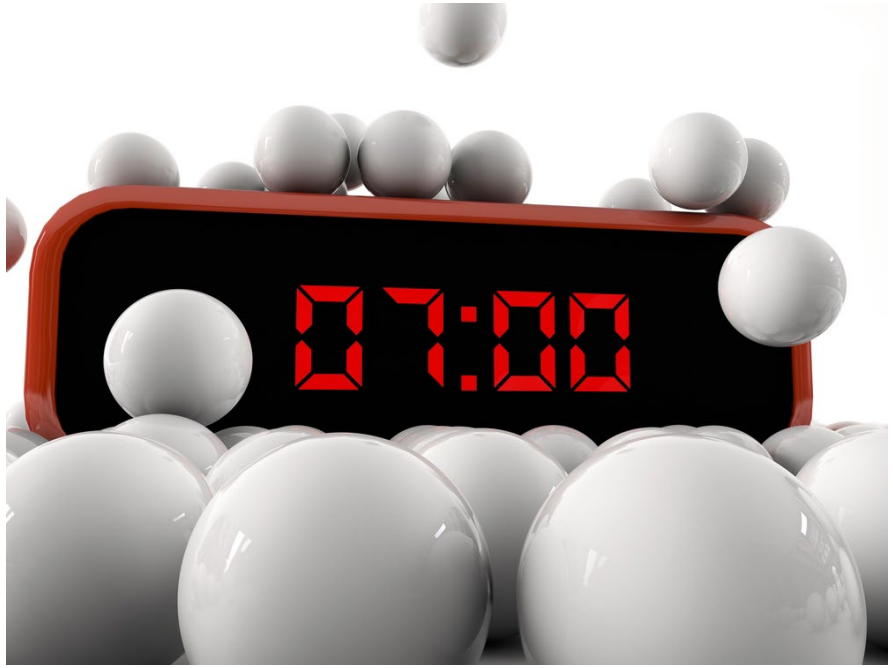
HB 201 – Elections; voter registration; same-day registration.

- Effective October 1, 2022, this bill extends the period that an otherwise qualified person can register to vote in person up to and through election day, effectively providing for same-day registration in all elections.
- Pursuant to §24.2-420.1, any person who is qualified to register to vote shall be entitled to register in person up to and including the day of the election at the office of the general registrar in the locality in which such person resides or at the polling place for the precinct in which such person resides.

Closing the Polls

At 6:45 p.m. the Chief announces, “The polls will close in 15 minutes!”

At 7:00 p.m. announce, “The polls are now closed!”



- Voters in line at 7:00 p.m. are allowed to vote.
- Place an Officer at the back of the line.
- Record voter names starting at the back of the line.
- Work through your list in reverse until you get to the last voter.

Breathe – Your Day is Almost Over

Env. 2 – Statement of Results (SOR)

Statement of Results A continued | **Place in Envelope 2**

4 Does the total number of voters checked in match the number of ballots cast? Check whether the total from box 1 is the same as the total in box 3

___ yes ___ no. If you check no, explain below

_____

_____

5 Collect signatures to certify

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

We hereby certify that:

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

1	Chief	X
2	Officer of Election	X
3	Officer of Election	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

ALL OFFICERS MUST SIGN <u>BOTH</u> COPIES OF THE STATEMENT OF RESULTS

Envelope 2A: YELLOW DOT

Envelope 2A

- Yellow Printed Return Sheet (signed by ALL Officers)
- Attach one signed result tape

yellow

COMMONWEALTH OF VIRGINIA

PRINTED RETURN SHEET

ATTACH PRECINCT RESULTS TAPES HERE

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.

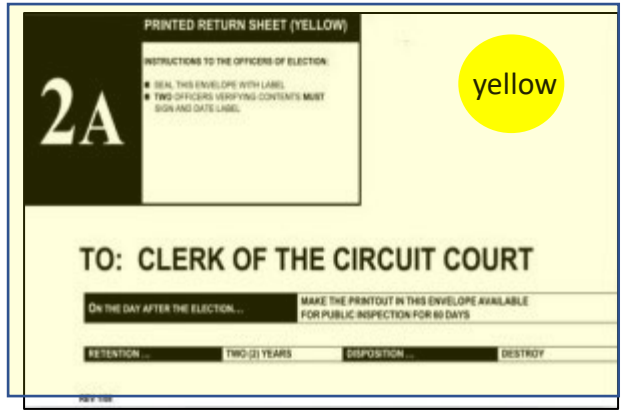
We hereby certify that the attached totals tape is a true and correct copy of the election results printed out by the electronic voting machines used in this precinct.

Machine or Serial number(s)

Officer of Election | Officer of Election

Officer of Election | Officer of Election

Officer of Election | Officer of Election



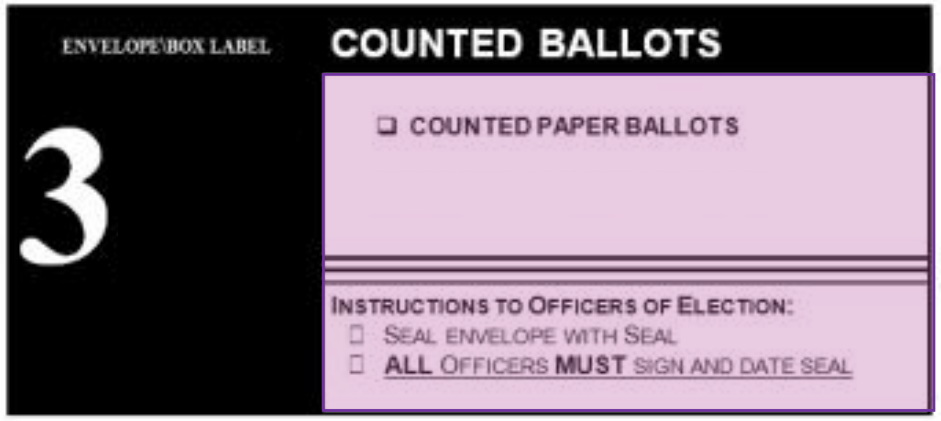
Seal with Label

Envelope/Box 3: PURPLE LABEL

Box 3

Counted paper ballots

- All Officers Sign the purple label

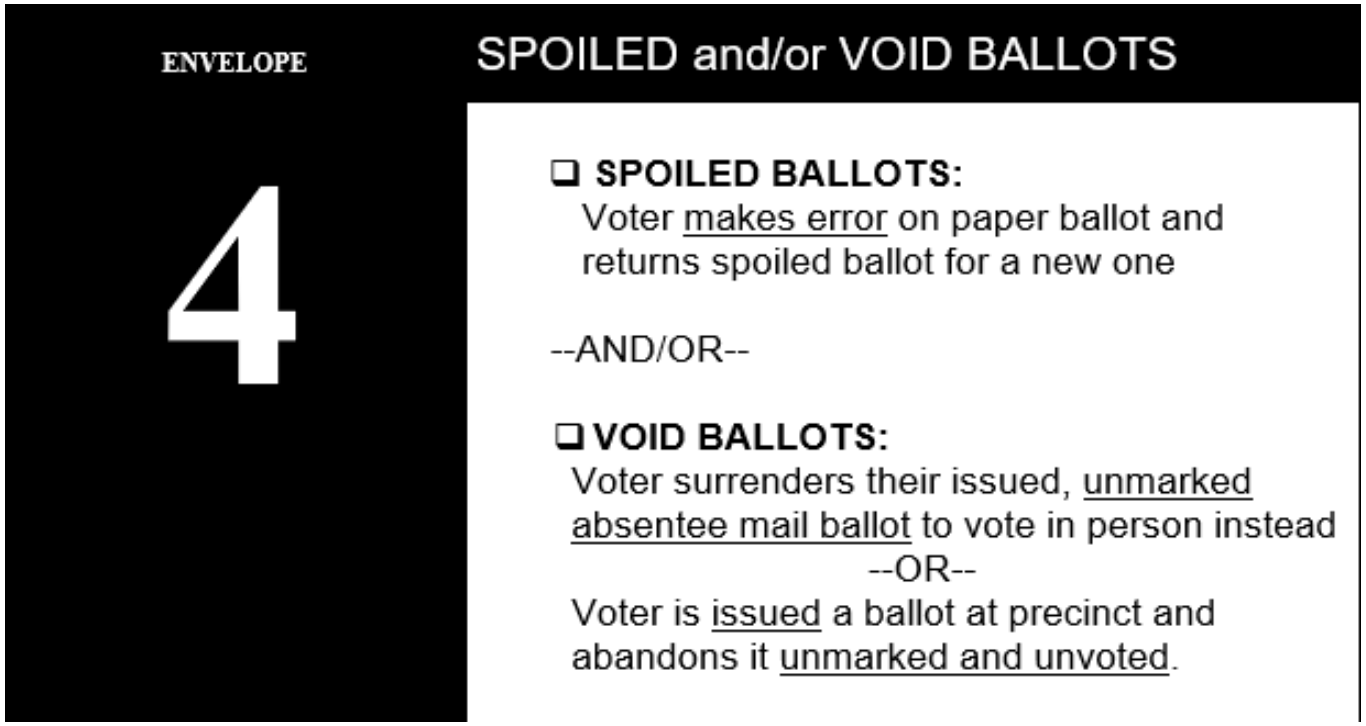


Seal with purple label (ALL officers sign)

These are the ballots that you collect from the bin locked in the bottom of the DS-200.

Boxes are in the cart.

Envelopes 4 & 6



Seal with Signed Label

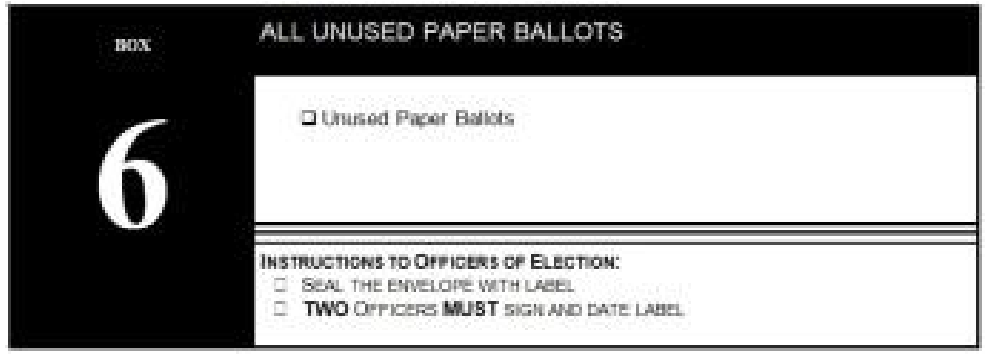
Envelope 4 (if used)

- **Spoiled Ballots**
- **Void Ballots**
  - See #19 in "What Ifs" Guide
- ***If Not Used, use the Empty Envelope Certification***

Box 6

ALL Unused Paper Ballots

→ Located in the BLUE BIN

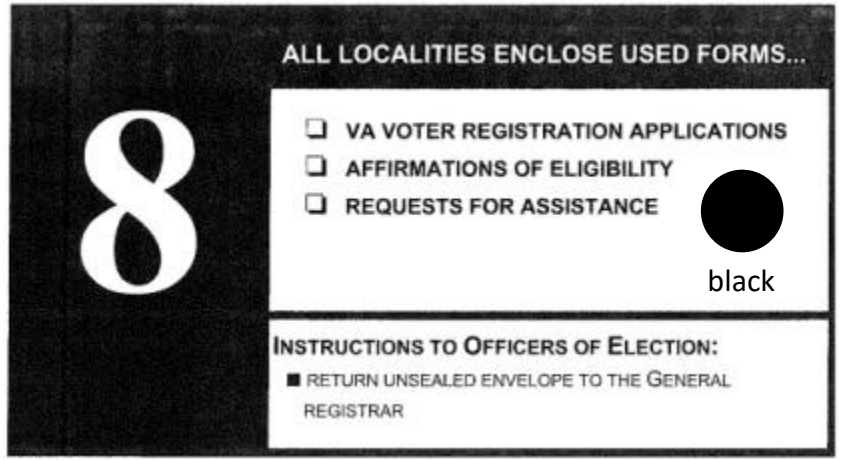


Seal with Signed Label

Envelope 8: BLACK DOT

Envelope 8

- *Used* Registration Forms
- *Used* Affirmations of Eligibility Forms
- *Used* Requests for Assistance Forms
- Authorized Rep. Forms
- Chief's Report
- Election Officer paysheet
- Provisional Ballot Logs (both copies!)



Election Night Signature Checklist!!!

ALL Officers are required to sign 5 items!

1. Election Officer Oath
2. Statement of Results (SOR) A
3. Statement of Results (SOR) B
4. Yellow Printed Return Sheet
5. Counted Ballots Label for Box 3 (purple)

AND verify that ALL names are on the payroll sheet

Election Night Signature Checklist!!!

Only TWO Officers are required to sign these items.

1. Zero Tape
2. Envelope Seals/Labels
3. Label 6 (Unused Ballots)
4. Results Tapes (each set)
5. Yellow Ballot Bin index card (fill out BEFORE sealing the drop box!)

Closing the Polls

- Remove all signage and remove tape.
- Break down voting booths/equipment.
- Package all items in appropriate envelopes using certification of materials form and the front right corner of the forms (labeled with where each form goes).
- Help load all equipment in Chief's vehicle for return to Registrar's Office.
- Make sure the polling place is as nice and as neat as when you arrived.
- Stay until all results have been completed or until released by the Chief.

Chief Returns the following to the Registrar's Office!!!

1. **Ballots (Used and Unused)**
2. **Envelopes in the Grey Pouch**
3. **Chief Binder with polling place key and cart key only. Equipment keys go in envelope 7.**
4. **Yellow Absentee Ballot Drop Box**
5. **The Poll Pads in their cases**

USE THE BROWN BIN TO CARRY YOUR STUFF BACK TO OFFICE

When will I get paid?

Expect payment in 4-6 weeks

*****If you do not receive payment within 6 weeks, please contact our office.**

NEW!

Please Sign the front and back of the *Election Officer Code of Conduct & Ethics* upon completing today's training.

1. _____

HAVE AN IDEA?

QUESTIONS OR CONCERNS?

PLEASE TELL US!

THANK YOU!

Elections couldn’t happen without you!