



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

# BOARD MEETING

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Tuesday, August 3, 2021  
Patrick Henry Building  
East Reading Room

Video and Teleconference

Videoconference:

<https://covaconf.webex.com/covaconf/j.php?MTID=m19cb50f95a0406fb8d5a3eb88a93b8d4>

Meeting password: pfRGdGJc222

Teleconference:

1-517-466-2023 US Toll

1-866-692-4530 US Toll-Free

Access Code: 178 029 8468

**Richmond, VA**

**1:00 P.M.**

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**STATE BOARD OF ELECTIONS  
AGENDA**

**DATE: Tuesday, August 3, 2021**

**LOCATION: Patrick Henry Building - East Reading Room**

**1111 E Broad St**

**Richmond, VA 23219**

**TELECONFERENCE:**

**+1-517-466-2023 US Toll**

**+1-866-692-4530 US Toll Free**

**Access code: 178 029 8468**

**VIDEO CONFERENCE:**

**<https://covaconf.webex.com/covaconf/j.php?MTID=m>**

**[19cb50f95a0406fb8d5a3eb88a93b8d4](https://covaconf.webex.com/covaconf/j.php?MTID=m)**

**Password: pfRGdGJc222**

**TIME: 1:00 P.M.**

**I. CALL TO ORDER**

*Robert Brink, Chairman*

**II. APPROVAL OF MINUTES**

*Jamilah LeCruise, Secretary*

**A. June 22, 2021**

**B. June 30, 2021**

**III. COMMISSIONER'S REPORT AND INTRODUCTIONS**

*Christopher E. Piper  
Commissioner*

**IV. STAND BY YOUR AD**

*Tammy Alexander  
Campaign Finance  
Compliance and Training  
Specialist*

**A. NOVEMBER 2020 ELECTION**

- **Dana Sally-Allen for Richmond School Board 8th District – (CC-20-00113)**
- **Gore for City Council – (CC-20-00277)**
- **Hampton Roads Black Caucus, Inc. – (PAC-12-01086)**
- **Linnard K Harris Sr for House of Delegates – (CC-18-00150)**
- **Friends of Regie Ford 2020 – (CC-20-00307)**
- **Jessica Abbott for Virginia Beach City Council – (CC-16-00175)**
- **Dyer Difference – (CC-18-00247)**
- **Friends of Michael Berlucchi – (CC-19-00757)**
- **Friends for Rosemary Wilson-(CC-20-00017)**
- **Friends of Eric V. Wray – (CC-20-00018)**

**B. NOVEMBER 2021 ELECTION**

- **Youngkin for Governor, Inc. – (CC-21-00082)**

**V. AMENDMENT TO 1VAC20-20-30**

*Ashley Coles  
ELECT Policy Analyst*

**VI. DELEGATIONS OF AUTHORITY**

*Rachel Lawless  
Confidential Policy Assistant  
Ashley Coles  
ELECT Policy Analyst*

**VII. OFFICER OF ELECTIONS TRAINING**

*Ashley Coles  
ELECT Policy Analyst*

**VIII. ELECTRONIC MEETING POLICY**

*Ashley Coles  
ELECT Policy Analyst*

**IX. PARTY ABBREVIATION**

*David Nichols  
Elections Administration  
Manager*

**X. ADVISORY REVIEW WORKGROUP UPDATE**

*Lisa Koteen Gerchick*

**XI. CLOSED SESSION**

**A. PENDING LITIGATION UPDATE**

*Carol Lewis  
Office of Attorney General*

**XII. PUBLIC COMMENT**

**XIII. ADJOURNMENT**

**NOTE:** <https://townhall.virginia.gov/L/ViewMeeting.cfm?MeetingID=31939>

**Re. Entrance to the Patrick Henry Building (PHB)**

All members of the public will be required to show his/her driver's license, passport or other government issued ID to enter PHB. Each person will go through the x-ray machine and follow the Expect the Check rules.

All State employees must have on his/her state ID badge on at all times while in PHB. Each employee must follow the Expect the Check rules and sign in and out of PHB.

**Re. Face Mask**

A face mask is required to enter the building if you have NOT been fully vaccinated. A face mask is NOT required if you are fully vaccinated.

**Re. public comment**

Public comment will first be heard from those persons participating in person as per the sign-up list. Next, we will hear from the persons who requested to speak via chat on the WebEx. Last, we will hear from persons who provided their name and phone number to [FOIA@elections.virginia.gov](mailto:FOIA@elections.virginia.gov).

**Re. limitation on individual participation in public comment**

Due to the large number of persons who may wish to speak, we encourage you to be as brief as possible, with a maximum of THREE minutes per person. We also ask that you be prepared to approach the podium or unmute yourself if you hear your name announced as the next participant.

**Re. How to Participate in Public Comment**

If you are a member of the public and wish to participate, you must sign up in order to be recognized to speak. Please note the following:

If you are attending in person, please ensure your name is on the sign-up list at the front door.

If you are participating virtually using WebEx, sign up using the chat feature, located on the bottom right part of the WebEx application, to add your participant name.

If you are participating virtually using a phone and cannot access WebEx's chat feature, please send an email with your name and your phone number to [FOIA@elections.virginia.gov](mailto:FOIA@elections.virginia.gov). You will need to provide your first and last name and the phone number you've used to call in.



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Approval of Minutes

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BOARD WORKING PAPERS  
Secretary LeCruise

1           The State Board of Elections (“the Board”) meeting was held on Tuesday, June 22,  
2 2021 in the East Reading Room of the Patrick Henry Building. The meeting was also  
3 conducted electronically so the public could view and hear the meeting. In attendance:  
4 Robert Brink, Chairman, John O’Bannon, Vice Chairman, and Jamilah LeCruise, Secretary,  
5 represented the State Board of Elections (“the Board”). Christopher E. “Chris” Piper,  
6 Commissioner, represented the Department of Elections (“ELECT”) and Carol Lewis  
7 represented the Office of the Attorney General (“OAG”). Chairman Brink called the meeting  
8 to order at 1:00 P.M.

9           The first item of business was the approval of minutes presented by Secretary  
10 LeCruise. Chairman Brink moved *that the Board approve the minutes from the March 31,*  
11 *2021 Board Meeting.* Vice Chair O’Bannon seconded the motion and the motion passed  
12 unanimously. A roll call vote was taken:

13           Chairman Brink – Aye

14           Vice Chair O’Bannon – Aye

15           Secretary LeCruise – Aye

16           Chairman Brink moved *that the Board approve the minutes from the April 20, 2021*  
17 *Board Meeting.* Vice Chair O’Bannon seconded the motion and the motion passed  
18 unanimously. A roll call vote was taken:

19           Chairman Brink – Aye

20 Vice Chair O’Bannon – Aye

21 Secretary LeCruise – Aye

22 Chairman Brink moved *that the Board approve the minutes from the June 1, 2021*

23 *Board Meeting*. Vice Chair O’Bannon seconded the motion and the motion passed

24 unanimously. A roll call vote was taken:

25 Chairman Brink – Aye

26 Vice Chair O’Bannon – Aye

27 Secretary LeCruise – Aye

28 The second item of business was the Commissioner’s Report presented by

29 Commissioner Piper. Commissioner Piper introduced the new employees to the Board:

30 Elizabeth “Libby” Johnson, Information Technology Specialist II, Larry D. Arcangelo,

31 Quality Assurance Supervisor; Karen Hoyt-Stewart, Voting Technology Program Manager;

32 Ruth Hancock, Data Architect; Scott Rhodes, Information Technology Specialist III; and

33 Sarah Dally, Training and Development Specialist. The Commissioner informed the Board

34 ELECT’s former, Liaison Keith Balmer has accepted the position as the General Registrar

35 for the City of Richmond. Commissioner Piper introduced John Cronin, Registrar Liaison,

36 formerly with the Virginia Management Fellows Program.

37 The Commissioner also introduced Yolanda Andrews, Senior Office Administrator in

38 the Business Department. In the Policy Department, Commissioner Piper introduced, Rachel

39 Lawless, Confidential Policy Assistant; Ashley Coles, ELECT Policy Analyst; Javon Davis  
40 and Maxfield Daley-Watsom, ELECT’s Legal Interns; and Andrew Kauders, ELECT Intern.  
41 The Commissioner introduced Ashley Scott, Governor’s Fellow for the Policy team and  
42 Whitney Brown, Governor’s Fellow for the Secretary of Administration team. Finally,  
43 Commissioner Piper introduced DJ Geiger, Director of Operations, and Conrad Faett,  
44 Governor’s Fellow for ELECT’s Management Team.

45         The Commissioner informed the Board he will oversee a Voter Education Campaign  
46 that will explain how ELECT processes and count ballots. Commissioner Piper stated that  
47 Virginia represents the South Region on the Board of the National Association of State  
48 Elections Directors (“NASED”). The Commissioner informed the Board that he has been  
49 elected as the Vice Chairman of the Electronic Registrar Information Center (“ERIC”), a list-  
50 sharing consortium, under which ELECT shares the Voter Registration list with 30 states and  
51 the District of Columbia. The Commissioner advised the Board that the list ensures that  
52 when a voter has moved out of state, ELECT can obtain that information and remove their  
53 names from the Virginia list. Commissioner Piper informed the Board that Virginia was  
54 elected to the Executive Committee of the Elections Assistance Commission.

55         The Commissioner stated that under a law passed by the General Assembly the Board  
56 is required to create a certification program for the General Registrar (“GR”) to complete  
57 within the first year of being appointed or reappointed. The Deadline is June 30, 2021.  
58 Commissioner Piper stated that in order to be reappointed, a GR must complete a  
59 certification class and meet certain electives throughout the remaining years. The  
60 Commissioner advised the Board that as of July 1, 2021, if the certification has not been



61 completed, the registrar cannot continue in the position. Commissioner Piper stated that GR's  
62 in Appomattox County, Chesterfield County, Colonial Heights, Floyd County, Greene  
63 County, Highland County, James City County, Norfolk, and Smith County have not  
64 completed the class. The Commissioner stated that one extension was requested and would  
65 be presented to the Board during the meeting.

66         The third item of business was the Certification of the June 8, 2021 Primary Election,  
67 presented by Paul Saunders, Elections Administration Supervisor. *This report is in the*  
68 *Working Papers for the June 22, 2021 meeting.* Chairman Brink opened the floor to public  
69 comment. No public comment was given. Vice Chair O'Bannon moved *that the Board*  
70 *certify the results of the June 8, 2021 Democratic and Republican Primary Elections as*  
71 *presented and declare the winners of each primary to be that party's nominee for the*  
72 *November 2, 2021 General Election.* Secretary LeCruise seconded the motion and the motion  
73 passed unanimously.

74         The fourth item of business was the Certification for Voting Systems for Election  
75 Systems & Software, Unisyn Voting Solutions, Hart Intercivic Verity Voting, Dominion and  
76 Robis Elections presented, by Karen Hoyt-Stewart, Voting Technology Program Manager.  
77 Ms. Hoyt-Stewart advised the Board that the Election Systems & Software initiated the  
78 certification evaluation to ELECT on January 27, 2021. *This report is in the Working Papers*  
79 *for the June 22, 2021 meeting.* Chairman Brink opened the floor to public comment. No  
80 public comment was given. Secretary LeCruise moved *that the Board certify the use of the*  
81 *Election Systems & Software voting system-version 6.1.1.0 in elections in the Commonwealth*

82 *of Virginia, pursuant to the State Certification of Voting Systems: Requirements and*  
83 *Procedures.* Vice Chair O’Bannon seconded the motion and the motion passed unanimously.

84 Ms. Hoyt-Stewart advised the Board that Unisyn initiated the certification evaluation  
85 to ELECT on March 19, 2021. *This report is in the Working Papers for the June 22, 2021*  
86 *meeting.* Chairman Brink opened the floor to public comment. No public comment was  
87 given. Vice Chair O’Bannon moved *that the Board certify the use of Unisyn Voting Solutions*  
88 *voting system – version 2.1.1 in elections in the Commonwealth of Virginia, pursuant to the*  
89 *State Certification of Voting Systems: Requirements and Procedures.* Secretary LeCruise  
90 seconded the motion and the motion passed unanimously.

91 Ms. Hoyt-Stewart informed the Board that Hart InterCivic initiated the certification  
92 evaluation to ELECT on February 23, 2021. *This report is in the Working Papers for the*  
93 *June 22, 2021 meeting.* Chairman Brink opened the floor to public comment. No public  
94 comment was given. Secretary LeCruise moved *that the Board certify the use of Hart*  
95 *InterCivic Verity Voting system – version 2.5.1 in elections in the Commonwealth of*  
96 *Virginia, pursuant to the State Certification of Voting Systems: Requirements and*  
97 *Procedures.* Vice Chairman O’Bannon seconded the motion and the motion passed  
98 unanimously.

99 Ms. Hoyt-Stewart informed the Board that the Dominion initiated the certification  
100 evaluation to the Department of Elections on April 16, 2021. *This report is in the Working*  
101 *Papers for the June 22, 2021 meeting.* Chairman Brink opened the floor to public comment.  
102 No public comment was given. Vice Chair O’Bannon moved *that the Board certify the use of*

103 *Dominion voting system – version 5.5-C in elections in the Commonwealth of Virginia,*  
104 *pursuant to the State Certification of Voting Systems: Requirements and Procedures.*  
105 Secretary LeCruise seconded the motion and the motion passed unanimously.

106 Ms. Hoyt-Stewart informed the Board that Robis initiated the certification evaluation  
107 to the Department of Elections on June 2, 2021. *This report is in the Working Papers for the*  
108 *June 22, 2021 meeting.* Chairman Brink opened the floor to public comment. No public  
109 comment was given. Secretary LeCruise moved *that the Board certify the use of Robis*  
110 *Elections electronic pollbooks version 3.4.139.0 in elections in the Commonwealth of*  
111 *Virginia, pursuant to the State Certification of Electronic Pollbooks: Requirements and*  
112 *Procedures.* Vice Chair O’Bannon seconded the motion and the motion passed unanimously.

113 The fifth item of business was the Statewide Voter Registration System Request  
114 (“SVRS”) for Proposal Update, presented by Gail Gilstrap, Project Manager. *This*  
115 *presentation is in the Working Papers for the June 22, 2021 meeting.* Vice Chair O’Bannon  
116 asked Ms. Gilstrap who is conducting negotiations with the vendors for the final contracts.  
117 Ms. Gilstrap stated that they are currently preparing a training on negotiations to be reviewed  
118 with ELECT. She explained that the lead negotiator must understand SVRS and all the  
119 agency needs. Commissioner Piper stated that before a contract is finalized it would be  
120 reviewed by the OAG.

121 Chairman Brink asked Ms. Gilstrap if the RFP would be flexible enough to provide  
122 multiple functions for different reports and certifications. Ms. Gilstrap stated that the RFP  
123 has brought in many of the requirements needed for ELECT to function. She explained that

124 ELECT can propose additional capabilities during negotiations, but to be aware of the cost  
125 and time to implement the new request. The Chairman asked Ms. Gilstrap if ELECT would  
126 be working with the GA to ensure that code requirements conform to the new system.  
127 Commissioner Piper stated that the goal of the system is adaptability, by having a system that  
128 can quickly make updates and changes.

129 Chairman Brink opened the floor to public comment. No comment was given.

130 The sixth item of business was the Ranked Choice Voting Regulations and  
131 Supporting Documents presented by Samantha Buckley, ELECT Policy Analyst. *This report*  
132 *is in the Working Papers for the June 22, 2021 meeting.* Chairman Brink opened the floor for  
133 public comment. No public comment was given. Vice Chair O'Bannon moved move *that the*  
134 *Board put forward for public comment the Department's proposal for ranked choice voting*  
135 *regulations and ballot standards.* Secretary LeCruise seconded the motion and the motion  
136 passed unanimously.

137 The seventh item of business was the Delegations of Authority presented by Rachel  
138 Lawless, Confidential Policy Assistant, and Ashley Coles, ELECT Policy Analyst. *This*  
139 *report is in the Working Papers for the June 22, 2021 meeting.* Chairman Brink suggested  
140 that consideration of this item be deferred to the next meeting.

141 The eighth item of business was the Campaign Finance Regulations for Print Media  
142 Advertisements, presented by Daniel Davenport, ELECT Policy Analyst. Mr. Davenport  
143 advised the Board that this regulation is required by House Bill 1238, passed during the 2020  
144 General Assembly Session. *This report is in the Working Papers for the June 22, 2021*

145 *meeting*. Chairman Brink opened the floor to public comment. No public comment was  
146 given. Secretary LeCruise moved *that the Board approve the Department's proposal for*  
147 *regulatory action regarding print media requirements for political campaign advertisements.*  
148 Vice Chair O'Bannon seconded the motion and the motion passed unanimously.

149         The ninth item of business was Absentee Witness Signatures during State of,  
150 Emergency, presented by Daniel Davenport, ELECT Policy Analyst. Mr. Davenport  
151 informed the Board that this regulation is to clarify the absentee ballot witness signature  
152 requirements under §24.2-707 of the Code of Virginia. *This report is in the Working Papers*  
153 *for the June 22, 2021 meeting.* Chairman Brink opened the floor for public comment. No  
154 public comment was given. Vice Chairman O'Bannon moved *that the Board approve the*  
155 *proposed regulatory action regarding absentee ballot witness signatures during a state of*  
156 *emergency.* Secretary LeCruise seconded the motion and the motion passed unanimously.

157         The tenth item of business was the Absentee Third Party Vendor Regulations  
158 presented by Daniel Davenport, ELECT Policy Analyst. Mr. Davenport informed the Board  
159 that this regulation is required by Senate Bill 1239 from the 2021 General Assembly Special  
160 Session. It modifies § 24.2-706 of the Code of Virginia by inserting a new subsection (D).  
161 *This report is in the Working Papers for the June 22, 2021 meeting.* Chairman Brink opened  
162 the floor to public comment. No comment was given. Vice Chair O'Bannon moved *that the*  
163 *Board approve the Department's proposed regulation regarding third parties assembling*  
164 *and mailing absentee ballots.* Secretary LeCruise seconded the motion and the motion  
165 passed unanimously.

166           The eleventh item of business was the Revised Stand By Your Ad Policy 2021-001,  
167 presented by Tammy Alexander, Campaign Finance Compliance and Training Specialist.  
168 *This report is in the Working Papers for the June 22, 2021 meeting.* Chairman Brink opened  
169 the floor for public comment. No public comment given. Secretary LeCruise moved *that the*  
170 *Board adopt the enclosed process for the Department of Elections' handling of complaints*  
171 *alleging violations of Chapter 9.5 Stand by Your Ad.* Vice Chair O'Bannon seconded the  
172 motion and the motion passed unanimously.

173           The twelfth item of business was the Drawing for Party Order on the Ballot, presented  
174 by Paul Saunders, Elections Administration Supervisor. Mr. Saunders explained to the Board  
175 that the ballot drawing would be for the party ballot order from July 1, 2021 through April  
176 30, 2022. *This report is in the Working Papers for the June 22, 2021 meeting.* Commissioner  
177 Piper facilitated the drawing of the political party order. The ballot order is as follows:

- 178                   1. Republican  
179                   2. Democratic

180 Chairman Brink opened the floor to public comment. No public comment was given. Vice  
181 Chair O'Bannon moved *that the Board certify the determination by lot of the ballot order for*  
182 *all general and special elections being held July 1, 2021 through April 30, 2022.* Secretary  
183 LeCruise seconded the motion and the motion passed unanimously.

184           The thirteenth item of business was the Revised Absentee Ballot Application,  
185 presented by David Nichols, Elections Administration Manager. Mr. Nichols informed the  
186 Board that the changes to the Code by laws that were passed in 2020 and 2021 with an

187 effective date of July 1, 2021. *This report is in the Working Papers for the June 22, 2021*  
188 *meeting.* Chairman Brink opened the floor to public comment. No public comment was  
189 given. Secretary LeCruise moved *that the Board adopt the revised Virginia Absentee Ballot*  
190 *Application form and the Virginia Permanent Absentee Voter Single Election Change form*  
191 *as presented by staff to become effective on July 1, 2021.* Vice Chair O'Bannon seconded the  
192 motion and the motion passed unanimously.

193 The fourteenth item of business was ELECT's New Organizational Chart presented  
194 by Commissioner Piper. Commissioner Piper expressed his appreciation to the ELECT staff.  
195 The Commissioner informed the Board that in 2018 JLARC recommended the hiring of a  
196 full-time classified employee to oversee the day-to day operational aspects of the  
197 organizations. *This report is in the Working Papers for the June 22, 2021 meeting.*  
198 Commissioner Piper stated that the chart divides ELECT functions between day-to-day  
199 operations and the policy aspects of the agency. Chairman Brink opened the floor to public  
200 comment. No public comment was given.

201 The fifteenth item of business was the update of Office of Attorney General  
202 Investigations of the City of Richmond Electoral Board, presented by Carol Lewis, Office of  
203 Attorney General. Ms. Lewis advised the Board that the Attorney General is committed to  
204 devoting the necessary resources to resources to investigate the allegations that have been  
205 raised with regard to the Richmond Electoral Board. She informed the Board that the  
206 Attorney General will provide the Board with any information regarding this matter at the  
207 appropriate time. Chairman Brink opened the floor to public comment. No public comment  
208 was given.

209           The sixteenth item of business was the Candidate Filing Extensions presented by  
210 David Nichols, Elections Administrations Manager. *This report is in the Working Papers for*  
211 *the June 22, 2021 meeting.* Chairman Brink suggested that the Board defer considerations of  
212 this item until June 30, 2021.

213           The seventeenth item of business was the GR Certification Extension presented by  
214 David Nichols, Elections Administration Manager. *This report is in the Working Papers for*  
215 *the June 22, 2021 meeting.* Chairman Brink opened the floor to public comment. No public  
216 comment was given. Secretary LeCruise moved *that the Board grant the request from the*  
217 *Electoral Board of Appomattox County for their General Registrar to have an additional 45-*  
218 *days until August 6, 2021 to complete the State Board of Elections Certification Program.*  
219 Vice Chair O’Bannon seconded the motion and the motion passed unanimously.

220           Chairman Brink opened the floor to Public Comment. Lee Goodman, Attorney at Law  
221 with Wiley Rein LLP, and Kelly Fowler, Chairwoman of Virginia Beach Democratic  
222 Committee, addressed the Board.

223           Secretary LeCruise moved that the Board adjourn the meeting. Vice Chair O’Bannon  
224 seconded the motion and the motion passed unanimously.

225           The meeting adjourned at approximately 3:35 P.M.

226  
227 \_\_\_\_\_  
228 Chairman

229  
230 \_\_\_\_\_  
231 Vice Chairman



STATE BOARD OF ELECTIONS  
FINAL Meeting Minutes  
Tuesday, June 22, 2021

232

233

234

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Secretary

1           The State Board of Elections (“the Board”) meeting was held by electronic  
2 communication on Wednesday, June 30, 2021. In attendance: Robert Brink, Chairman, John  
3 O’Bannon, Vice Chairman, and Jamilah LeCruise, Secretary, represented the State Board of  
4 Elections (“the Board”). Christopher E. “Chris” Piper, Commissioner, represented the  
5 Department of Elections (“ELECT”) and Carol Lewis represented the Office of the Attorney  
6 General (“OAG”). Chairman Brink called the meeting to order at 1:00 P.M.

7           Chairman Brink informed the Board that on March 12, 2020, Governor Ralph S.  
8 Northam declared that a state of emergency (expiring that day at 11:59 P.M.) exists in the  
9 Commonwealth as the result of the potential spread of COVID-19, a communicable disease  
10 presenting a threat to public health. On March 30, 2020, the Governor issued an executive  
11 order requiring all individuals in Virginia to remain at their place of residence, with certain  
12 enumerated exceptions.

13           This meeting was conducted consistent with the requirements for electronic meetings  
14 by public bodies set forth in Items 4-0.01 of House Bills 29 and 30, as passed by the General  
15 Assembly (“GA”) and signed by the Governor in April of 2020. The purpose of the meeting is  
16 to transact the statutorily required business of the Board. Chairman Brink stated that the  
17 Board would receive public comments on agenda items prior to its action on that item. An  
18 open public comment period would be offered prior to adjournment.

19           The first item of business is the Request for late acceptance for ELECT-511 presented  
20 by, David Nichols, Elections Administration Manager. Mr. Nichols informed the Board three

21 party chairmen had requested that the Board accept their 511 candidate nomination forms.

22 *This report is in the Working Papers for the June 30, 2021 meeting.* Chairman Brink opened  
23 the floor to public comment. No public comment was given. Vice Chair O’Bannon made the  
24 following motion: “In consideration of the requirements imposed by Virginia Code § 24.2-  
25 511(A) that the District Party Chairman certify to the State Board of Elections the name of  
26 any candidate who has been nominated by his party by a method other than a primary for an  
27 office to be elected by the qualified voters of a General Assembly District, and the date of  
28 such nomination, not later than 5 days after the last day for nominations to be made,

29 “As well as the evidence that the candidate David LaRock made all reasonable attempts to  
30 comply with the submission process, as demonstrated by—

- 31 • The June 22, 2021 letter from Mr. Chris Ashby on behalf of Delegate LaRock; and
- 32 • The June 22, 2021 testimony at the State Board of Elections meeting from Mr. Lee  
33 Goodman on behalf of Delegate LaRock;

34 “And the important constitutional rights associated with a party’s access to the ballot,

35 *“I move that the Board accept the ELECT-511 form certifying the Republican nominee for the*  
36 *33rd House of Delegates District.”* Chairman Brink seconded the motion and the motion  
37 passed 2-1. A roll call vote was taken:

38 Chairman Brink – Aye

39 Vice Chair O’Bannon – Aye

40 Secretary LeCruise – Nay

41 Vice Chair O’Bannon made the following motion: “ In consideration of the requirements  
42 imposed by Virginia Code § 24.2-511(A) that the District Party Chairman certify to the State  
43 Board of Elections the name of any candidate who has been nominated by his party by a  
44 method other than a primary for an office to be elected by the qualified voters of a General  
45 Assembly District, and the date of such nomination, not later than 5 days after the last day for  
46 nominations to be made,

47 “As well as the evidence that the candidate Matthew John Lang made all reasonable attempts  
48 to comply with the submission process, as demonstrated by—

- 49 • The June 29, 2021 letter from Mr. Chris Marston on behalf of Mr. Lang; and
- 50 • The June 28, 2021 affidavit of Mr. Robert Kenyon, the Chair of the Republican Party  
51 of Virginia’s Legislative District Committee for the 36th House of Delegates District;

52 “And the important constitutional rights associated with a party’s access to the ballot,

53 I move *that the Board accept the ELECT-511 form certifying the Republican nominee for the*  
54 *36th House of Delegates District.*” Chairman Brink seconded the motion and the motion  
55 passed 2-1. A roll call vote was taken:

56 Chairman Brink – Aye

57 Vice Chairman O’Bannon – Aye

58 Secretary LeCruise – Nay

59 Vice Chair O’Bannon made the following motion: “In consideration of the requirements  
60 imposed by Virginia Code § 24.2-511(A) that the District Party Chairman certify to the State  
61 Board of Elections the name of any candidate who has been nominated by his party by a  
62 method other than a primary for an office to be elected by the qualified voters of a General  
63 Assembly District, and the date of such nomination, not later than 5 days after the last day for  
64 nominations to be made,

65 “As well as the evidence that the candidate Gina Ciarcia made all reasonable attempts to  
66 comply with the submission process, as demonstrated by—

- 67 • The June 29, 2021 letter from Mr. Chris Marston on behalf of Ms. Ciarcia; and
- 68 • The June 29, 2021 affidavit of Ms. Heather Mitchell, the Chair of the Republican Party  
69 of Virginia’s Legislative District Committee for the 2nd House of Delegates District;

70 “And the important constitutional rights associated with a party’s access to the ballot,

71 “I move *that the Board accept the ELECT-511 form certifying the Republican nominee for the*  
72 *2nd House of Delegates District.*” Chairman Brink seconded the motion and the motion  
73 passed 2-1.

74 Chairman Brink – Aye

75 Vice Chairman O’Bannon – Aye

76 Secretary LeCruise – Nay

77           The next item of business was the Candidate Filing Extension presented by David  
78 Nichols, Elections Administration Manager. *This report is in the Working Papers for the June*  
79 *30, 2021 meeting.* Chairman Brink opened the floor to public comment. No public comment  
80 was given. The Chair asked if any members of the Board wished to make a motion. Hearing  
81 none, the Chair moved to the next item on the agenda.

82           Chairman Brink opened the floor to public comment. No public comment was given.

83           Vice Chair O’Bannon moved that the Board adjourn the meeting. Secretary LeCruise  
84 seconded the motion and the motion passed unanimously.

85           The meeting adjourned at approximately 1:22 P.M.

86           \_\_\_\_\_

87           Chairman

88           \_\_\_\_\_

89           \_\_\_\_\_

90           Vice Chairman

91           \_\_\_\_\_

92           \_\_\_\_\_

93           Secretary



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STATE BOARD *of* ELECTIONS

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# Commissioner's Report

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BOARD WORKING PAPERS  
Christopher Piper  
Commissioner



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STATE BOARD *of* ELECTIONS

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# Stand By Your Ad

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BOARD WORKING PAPERS  
Tammy Alexander  
Campaign Finance Compliance and Training Specialist





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DEPARTMENT *of* ELECTIONS

# Stand By Your Ad

August 3, 2021

State Board of Elections Meeting

# Print Media

1. Dana Sally-Allen for Richmond School Board 8th District - CC-20-00113
2. Gore for City Council - CC-20-00277
3. Hampton Roads Black Caucus, Inc. - PAC-12-01086
4. Linnard K Harris Sr for House of Delegates - CC-18-00150
5. Friends of Regie Ford 2020 - CC-20-00307
6. Team Virginia (multiple candidates)
7. Youngkin for Governor, Inc. - CC-21-00082

# Advertisement, 24.2-955.1

*“Advertisement means any message appearing in the print media, on television, or on radio that constitutes a contribution or expenditure under Chapter 9.3”*

# Contribution or Expenditure, 24.2-945.1

*“Contribution means money and services of any amount, in-kind contribution, and any other thing of value, given, advanced, loaned, or in any other way provided to a candidate, campaign committee, political committee, or person for the purpose of expressly advocating the election or defeat of a clearly identified candidate ... Contribution includes money, services, or things of value in any way provided by a candidate to his own campaign ...”*

*“Expenditure means money and services of any amount, and any other thing of value, paid, loaned, provided or in any other way disbursed by any candidate, campaign committee, political committee, or person for the purpose of expressly advocating the election or defeat of a clearly identified candidate ...”*

# Candidate, 24.2-101

*“Candidate* means a person who seeks or campaigns for an office of the Commonwealth or one of its governmental units in a general, primary, or special election and who is qualified to have his name placed on the ballot. ...

For the purposes of Chapters 9.3 and 9.5, “candidate” shall include any person who raises or spends funds in order to seek or campaign for an office of the Commonwealth, excluding federal offices, or one of its governmental units in a party nomination process or general, primary, or special election; and such person shall be considered a candidate until a final report is filed pursuant to Article 8 of Chapter 9.3.”

# 1VAC20-90-30. Express advocacy.

When used in Chapter 9.3 (§ 24.2-945 et seq.) and Chapter 9.5 (§ 24.2-955 et seq.) of Title 24.2 of the Code of Virginia, "expressly advocating" or any variation thereof shall mean any communication that uses phrases such as "vote for," "elect," "support," "cast your ballot for," "Smith for Congress," "vote against," "defeat," "reject," or any variation thereof or any communication when taken as a whole and with limited reference to external events, such as the proximity to the election, that could only be interpreted by a reasonable person as containing advocacy of the election or defeat of one or more clearly identified candidates because (i) the electoral portion of the communication is unmistakable, unambiguous, and suggestive of only one meaning and (ii) reasonable minds could not differ as to whether it encourages actions to elect or defeat one or more clearly identified candidates.

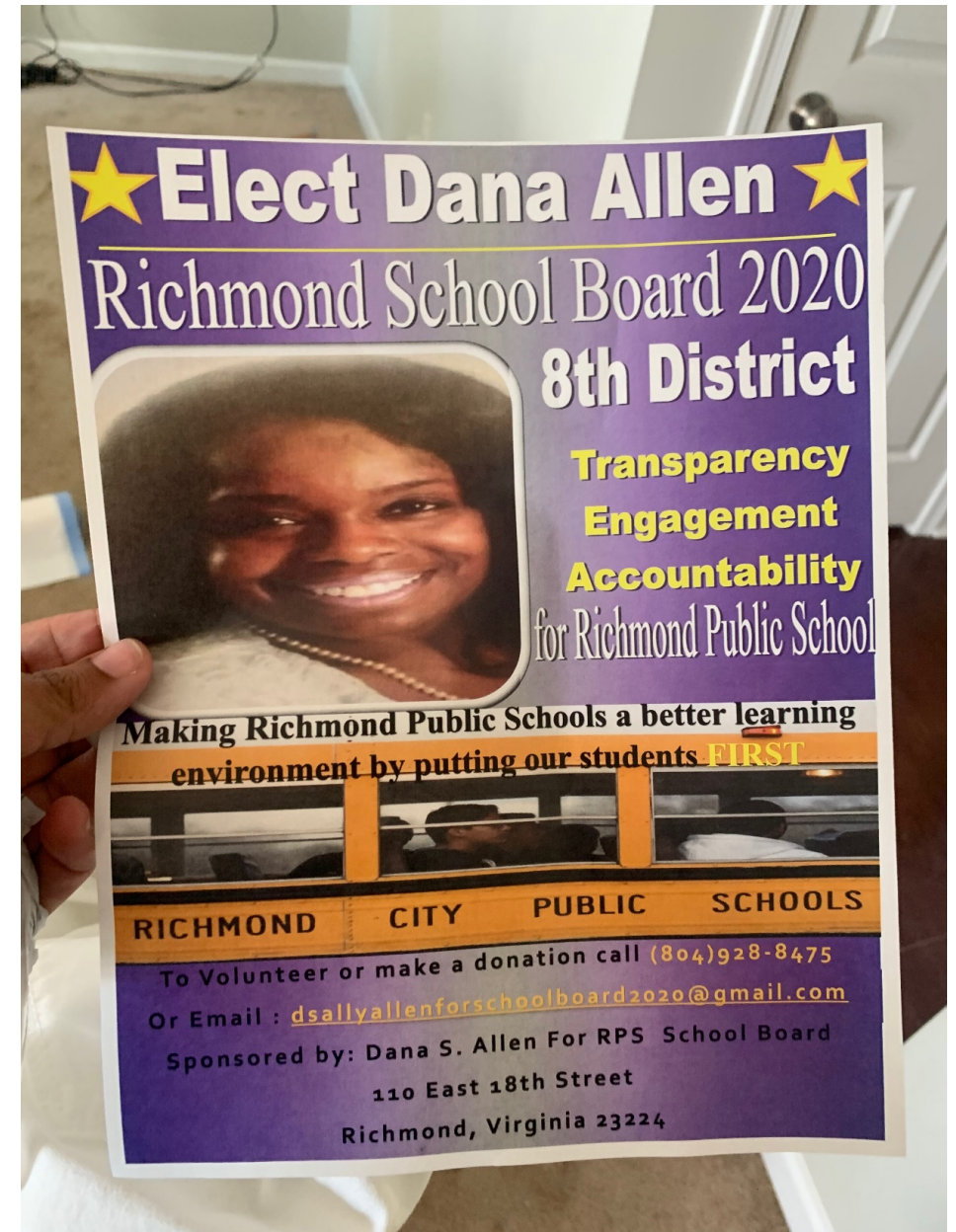
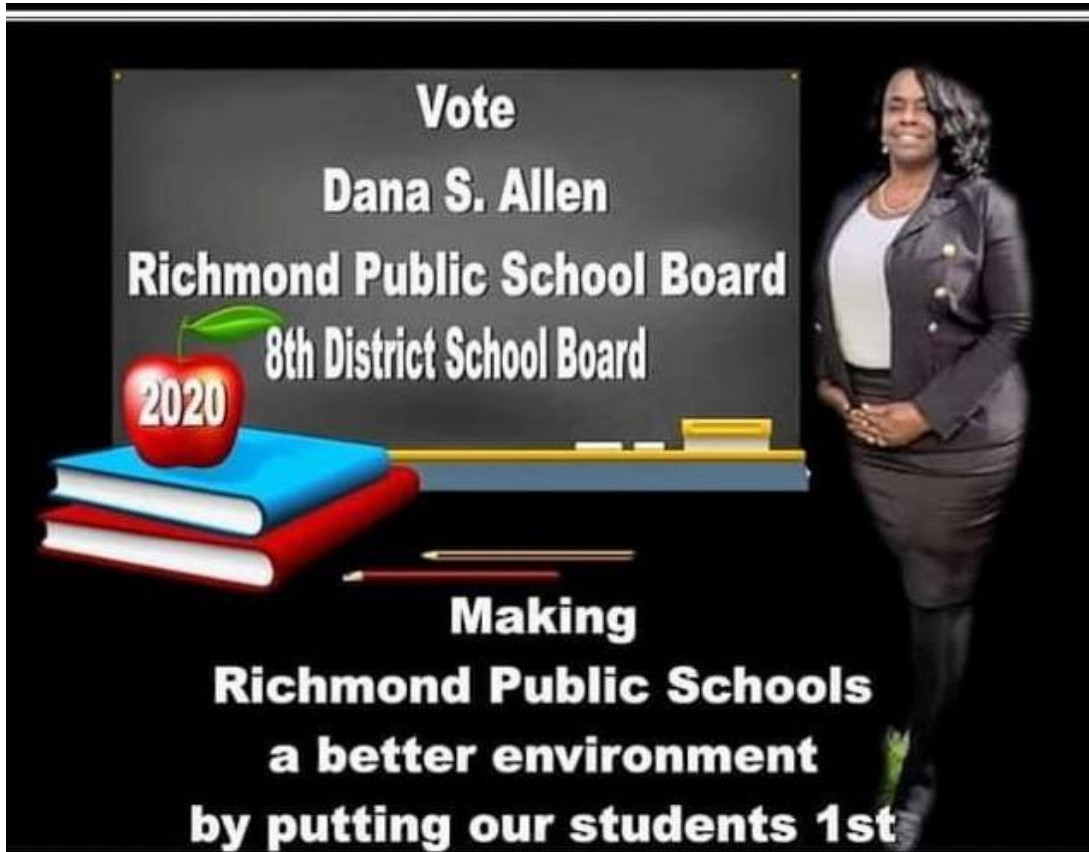
# Dana Sally-Allen for Richmond School Board 8th District - CC-20-00113

Complaint: "No disclaimer listed on campaign flyers more than once."

Two (2) Flyers

Violation Date 8/31/202

Election Date 11/3/2020



## Dana Sally-Allen Response

The candidate visited the ELECT offices (7/15/2021) to inquire about the complaint. Ms. Sally-Allen stated that the image with the black background was taken from a Facebook page and not distributed by her campaign as a flyer.

The paper flyer with the purple background was distributed at an event where Ms. Sally-Allen was speaking and was not produced by her campaign.

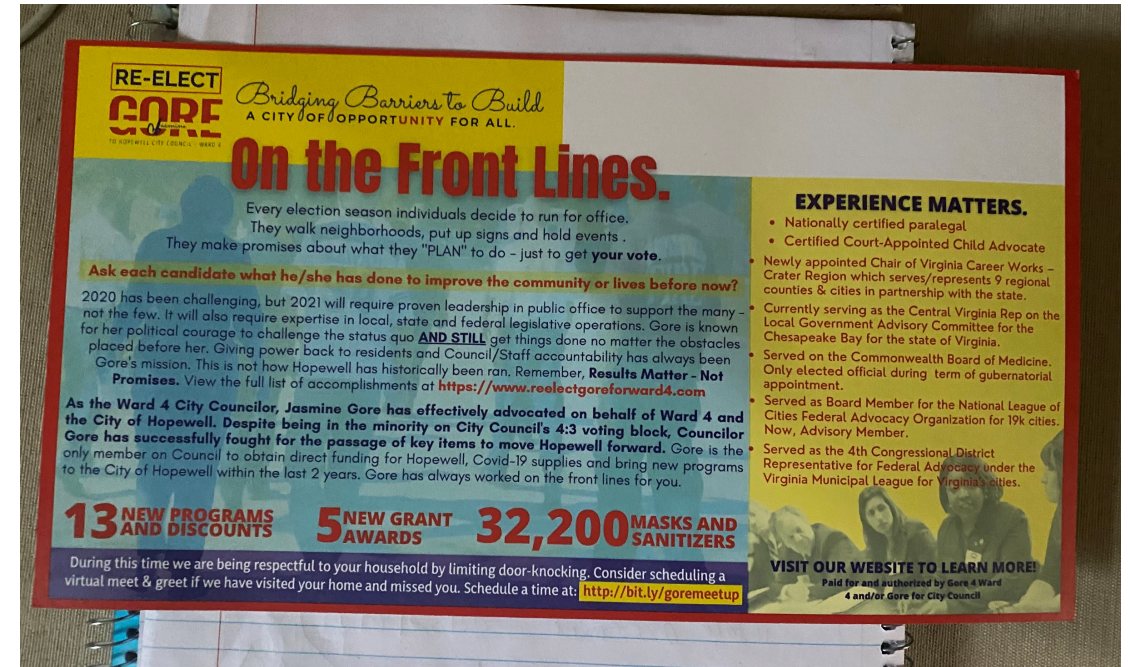
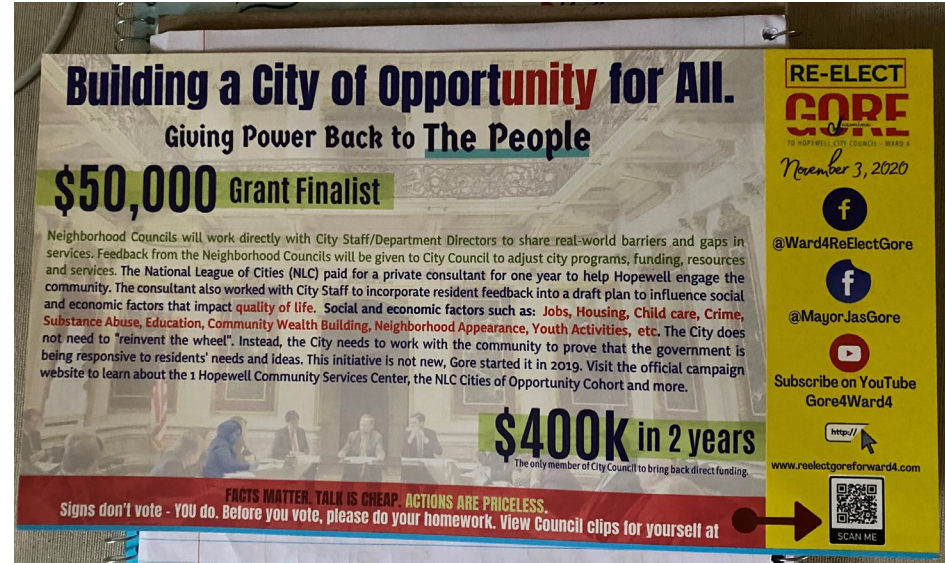
# Gore for City Council - CC-20-00277

Complaint: " I have attached images of a campaign mailer that was sent to Ward 4 residents with NO postage along with a sign of hers that does NOT state the campaign disclosure of who authorized/paid for the signs. There are at least 6 signs in Hopewell that look like this one and this is the 2nd mailer I have received by the post office with out postage.

One (1) Mailer & One (1) Yard Sign

Violation Date 10/19/2020

Election Date 11/3/2020





# Building a City of Opportunity for All.

## Giving Power Back to The People

### \$50,000 Grant Finalist

Neighborhood Councils will work directly with City Staff/Department Directors to share real-world barriers and gaps in services. Feedback from the Neighborhood Councils will be given to City Council to adjust city programs, funding, resources and services. The National League of Cities (NLC) paid for a private consultant for one year to help Hopewell engage the community. The consultant also worked with City Staff to incorporate resident feedback into a draft plan to influence social and economic factors that impact **quality of life**. Social and economic factors such as: **Jobs, Housing, Child care, Crime, Substance Abuse, Education, Community Wealth Building, Neighborhood Appearance, Youth Activities, etc.** The City does not need to "reinvent the wheel". Instead, the City needs to work with the community to prove that the government is being responsive to residents' needs and ideas. This initiative is not new, Gore started it in 2019. Visit the official campaign website to learn about the 1 Hopewell Community Services Center, the NLC Cities of Opportunity Cohort and more.

### \$400k in 2 years

The only member of City Council to bring back direct funding.

**FACTS MATTER. TALK IS CHEAP. ACTIONS ARE PRICELESS.**  
Signs don't vote - YOU do. Before you vote, please do your homework. View Council clips for yourself at

RE-ELECT  
**GORE**  
*Jasmine*  
TO HOPEWELL CITY COUNCIL - WARD 4

November 3, 2020



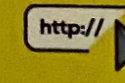
@Ward4ReElectGore



@MayorJasGore



Subscribe on YouTube  
Gore4Ward4



[www.reelectgoreforward4.com](http://www.reelectgoreforward4.com)



**RE-ELECT**  
**GORE**  
Jasmine  
TO HOPEWELL CITY COUNCIL - WARD 4

*Bridging Barriers to Build*  
A CITY OF OPPORTUNITY FOR ALL.

# On the Front Lines.

Every election season individuals decide to run for office.  
They walk neighborhoods, put up signs and hold events .  
They make promises about what they "PLAN" to do - just to get **your vote**.

**Ask each candidate what he/she has done to improve the community or lives before now?**

2020 has been challenging, but 2021 will require proven leadership in public office to support the many - not the few. It will also require expertise in local, state and federal legislative operations. Gore is known for her political courage to challenge the status quo **AND STILL** get things done no matter the obstacles placed before her. Giving power back to residents and Council/Staff accountability has always been Gore's mission. This is not how Hopewell has historically been ran. Remember, **Results Matter - Not Promises**. View the full list of accomplishments at <https://www.reelectgoreforward4.com>

**As the Ward 4 City Councilor, Jasmine Gore has effectively advocated on behalf of Ward 4 and the City of Hopewell. Despite being in the minority on City Council's 4:3 voting block, Councilor Gore has successfully fought for the passage of key items to move Hopewell forward.** Gore is the only member on Council to obtain direct funding for Hopewell, Covid-19 supplies and bring new programs to the City of Hopewell within the last 2 years. Gore has always worked on the front lines for you.

**13 NEW PROGRAMS AND DISCOUNTS**

**5 NEW GRANT AWARDS**

**32,200 MASKS AND SANITIZERS**

During this time we are being respectful to your household by limiting door-knocking. Consider scheduling a virtual meet & greet if we have visited your home and missed you. Schedule a time at: <http://bit.ly/goremeetup>

## EXPERIENCE MATTERS.

- Nationally certified paralegal
- Certified Court-Appointed Child Advocate
- Newly appointed Chair of Virginia Career Works - Crater Region which serves/represents 9 regional counties & cities in partnership with the state.
- Currently serving as the Central Virginia Rep on the Local Government Advisory Committee for the Chesapeake Bay for the state of Virginia.
- Served on the Commonwealth Board of Medicine. Only elected official during term of gubernatorial appointment.
- Served as Board Member for the National League of Cities Federal Advocacy Organization for 19k cities. Now, Advisory Member.
- Served as the 4th Congressional District Representative for Federal Advocacy under the Virginia Municipal League for Virginia's cities.

**VISIT OUR WEBSITE TO LEARN MORE!**

Paid for and authorized by Gore 4 Ward  
4 and/or Gore for City Council

**VOTE GORE**

**for**

**WARD 4**

**CITY COUNCIL**

COMMERCIAL

SALE

GRAM

&  
ASSOCIATES

3-9873

Gore Response

On going

# Hampton Roads Black Caucus, Inc. - PAC-12-01086

Complaint “no paid for or authorized on sample and its on white paper”

One (1) piece of literature

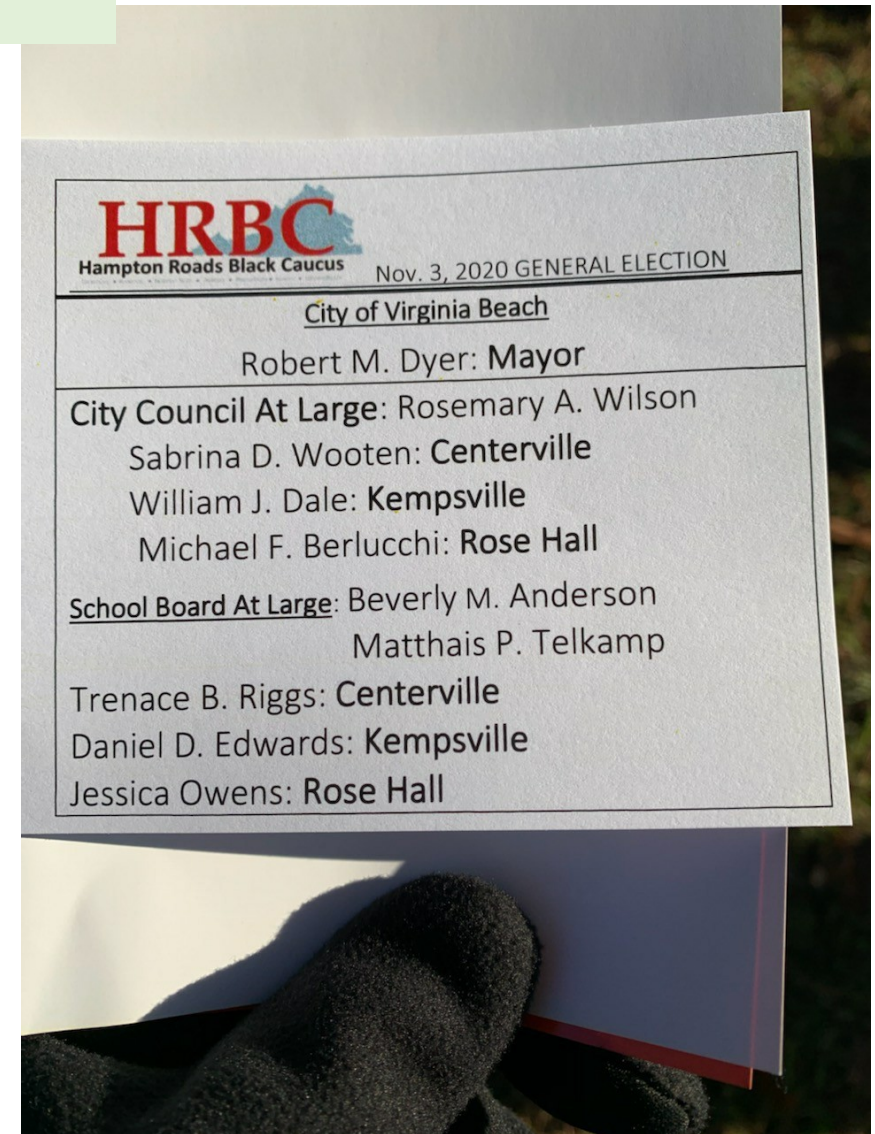
Violation Date 11/3/2020

Election Date 11/3/2020

Within the 14 day period

## Response

A committee representative called ELECT after receiving notification, accepted responsibility, apologized, and said they would do better in the future.



# Linnard K Harris Sr for House of Delegates - CC-18-00150

Complaint "Linnard Harris' campaign had 6 signs at the Registrar's office during early voting. I am attaching photos of 3 of the signs without Campaign Finance credits."

Two (2) signs

Violation Date 6/5/2021

Primary Date 6/8/2021

Within 14 days



# Friends of Regie Ford 2020 - CC-20-00307

2 Complaints “There is no disclaimer on this material left on my door knob. Both sides are identical.”  
& “These signs are popping up all over the District but have no disclaimer on them front or back.”

One (1) Door Hanger & Two (2) Signs

Violation Date 8/22/2020 & 8/24/2020 respectively

Election Date 11/3/2020



# Team Virginia Beach

- Jessica Abbott for Virginia Beach City Council - CC-16-00175
- Dyer Difference - CC-18-00247
- Friends of Michael Berlucchi - CC-19-00757
- Friends for Rosemary Wilson - CC-20-00017
- Friends of Eric V. Wray - CC-20-00018

Complaint "The current authorization, " Paid for and Authorized by the Candidates" is incorrect. There needs to be an authorization from a singular PAC. Please see link above and attachment."

Two (2) pieces of print media

Violation Date 9/26/2020

Election Date 11/3/2020

Response

Attorney representing two of the candidates called ELECT to state they would be attending the meeting.

## Team Virginia Beach CITY COUNCIL SAMPLE BALLOT

*City of Virginia Beach General and Special Elections Tuesday, November 3, 2020*

Mayor

**Robert M. "Bobby" Dyer**

Member City Council At Large

**Rosemary A. Wilson**

City Council - Centerville District

**Eric V. Wray II**

City Council - Kempsville District

**Jessica P. Abbott**

City Council - Rose Hall District

**Michael F. Berlucchi**

Paid for and Authorized by the Candidates



## TEAM VIRGINIA BEACH

VIRGINIA BEACH VOTER GUIDE



**BOBBY  
DYER**  
VIRGINIA BEACH  
MAYOR



**ROSEMARY  
WILSON**  
CITY COUNCIL,  
AT-LARGE



**JESSICA  
ABBOTT**  
CITY COUNCIL,  
KEMPSVILLE



**ERIC  
WRAY**  
CITY COUNCIL,  
CENTERVILLE



**MICHAEL  
BERLUCCHI**  
CITY COUNCIL,  
ROSE HALL

**VOTE FOR ALL ON NOVEMBER 3RD**

AUTHORIZED BY THE CANDIDATES



# Youngkin for Governor, Inc. - CC-21-00082

Complaint "The Waynesboro Republican Party has posted the attached photos of signs and t-shirts available at their headquarters. The signs have very small text to identify the committee and it's blurring and runs together. The T-shirts don't seem to have any reference to the committee. The attached screen grabs from their Facebook page provides the evidence. Thanks for your consideration.

One (1) T-shirt (sign mentioned has disclosure)

Violation Date 6/10/2021

Election Date 11/2/2021





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# Amendment to IVAC20-20-30

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BOARD WORKING PAPERS  
Ashley Coles  
ELECT Policy Analyst



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DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Quorum Definition; Amendment to 1VAC20-20-30

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**Suggested Motion**

“I move that the Board adopt the Department’s proposed amendment to regulatory action 1VAC20-20-30.”

**Background:**

The General Assembly passed HB 236 during the 2020 General Assembly session. This bill amended Va. Code § 24.2-102 which increased the membership of the State Board of Elections from three members to five members.

Pursuant to the Virginia Freedom of Information Act § 2.2-3701, a meeting is defined as “when sitting physically, or through electronic communication means pursuant to § [2.2-3708.2](#), as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three . . .” Due to the increase in membership of the State Board of Elections, the definition of a quorum must be amended in the Board’s regulatory code 1VAC20-20-30.

**Applicable Code Sections:** § 2.2-3701; § 24.2-102

**Regulation title:** Organization of State Board of Elections; seal..

**Attachment**

- Proposed amendment to 1VAC20-20-30

**Date before State Board of Elections:** August 3, 2021



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DEPARTMENT *of* ELECTIONS

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**Regulation Text:**

1VAC20-20-30. Organization of State Board of Elections; seal..

A. The board shall have a chairman and a vice-chairman of the board, in addition to the ex-officio secretary. The chairman shall preside at all meetings and perform the usual functions of a presiding officer and such other duties as are imposed by these regulations or from time to time by the board. In the chairman's absence, the vice-chairman shall perform these functions and duties. Each member, except the secretary, shall receive a per diem and expenses for attendance. Expenses shall be reported on forms approved by the Department of Accounts. The secretary is authorized to sign the vouchers for the payment of such expenses.

B. The secretary shall be authorized and it shall be the secretary's duty to employ such assistants and to purchase such equipment and supplies as are necessary from time to time, subject to the provisions of the law creating the board and the provisions of the laws and rules relating to the budgetary and personnel systems. The secretary or secretary's designee is authorized to execute necessary vouchers for the payment of the salaries of such assistants and for equipment and supplies so secured.

C. The secretary is authorized and directed to perform all duties of a routine and administrative character imposed upon the board by the law creating the same and other such duties delegated to the secretary by the board.

D. The secretary is authorized to do all things necessary to the proper execution of the law creating and governing the board and in the performance of the duties imposed upon it insofar as the same are not from their nature such as can be performed only by the board in its corporate capacity.

E. The secretary is authorized and directed to consult with and obtain the advice of the Attorney General, on behalf of and in the name of the board, whenever in the secretary's judgment occasion arises.

F. Routine and informal action of the board or of the secretary within the scope of the secretary's authority may be evidenced merely by the signature of the secretary.

G. **Two Three** members of the board shall constitute a quorum for the transaction of business at any duly constituted meeting.

H. Notice of each meeting of the board shall be given to all board members either by the secretary or the member calling the meeting at least three business days prior to the meeting except in the case of an emergency as defined in § 2.2-3701 of the Code of Virginia. Notice shall be given to the public as required by § 2.2-3707 of the Code of Virginia. All meetings shall be conducted in accordance with the requirements of the Virginia Freedom of Information Act (§ 2.2-3700 et seq. of the Code of Virginia). All meetings shall be open to the public unless the board goes into a closed meeting pursuant to § 2.2-3711 of the Code of Virginia.



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I. A record of formal official and definitive actions of the board shall be preserved in a record book which may be bound or loose leaf.

J. The secretary shall keep the seal of the board and affix the seal to evidence formal action of the board.

**Statutory Authority**

§ 24.2-103 of the Code of Virginia.



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# Delegations of Authority

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BOARD WORKING PAPERS

Ashley Coles

ELECT Policy Analyst

Rachel Lawless

Confidential Policy Assistant



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DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor; Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority 2021

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**Suggested Motion**

I move that the Board approve the proposed Delegations of Authority 2021 from the State Board of Elections to the Department of Elections, pursuant to the Virginia Administrative Process Act, and I further move that all prior Delegations of Authority be rescinded.

**Delegations Background**

The State Board of Elections ("Board") is authorized to prescribe standard forms for voter registration and elections, and to supervise, coordinate, and adopt regulations governing the work of local electoral boards, registrars, and officers of election. The Department of Elections ("Department") is authorized to establish and maintain a statewide automated voter registration system to include procedures for ascertaining current addresses of registrants; to require cancellation of records for registrants no longer qualified; to provide electronic application for voter registration and absentee ballots; and to provide electronic delivery of absentee ballots to eligible military and overseas voters. The Department conducts the Board's administrative and programmatic operations and discharges the Board's duties consistent with delegated authority.

**Needed Revisions**

The current version of Delegation of Authorities was adopted in 2019, with one revision in March, 2021. Since the 2019 adoption of the delegations, the General Assembly has enacted many additions, deletions, and amendments to Virginia election law. The following documents reflect needed revisions from the 2020 and 2021 Legislative Sessions. Included with this packet are separate supporting memos for each chapter outlining changes to the delegations regarding new or amended Code provisions that did not exist in 2019 (divided into sections of those which should be delegated to the Department and those that should remain with the Board) and any recommendations the Department has for changing existing delegated authority, whether or not the language of the law was amended.

The information provided also includes a copy of the current version and a copy of the new version as recommended by the Department.

### **Attachments**

- Supporting memos for each chapter of Title 24.2 and the applicable chapter of Title 15.2
- Memo of administrative forms the Board has delegated
- Proposed Delegations of Authority 2021
- Change Log – shows corrections from prior version of Delegation on Authority 2019

### **Recommendation of Staff**

Staff recommends the Board adopt the Delegations of Authority 2021 as presented.





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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 1

**Chapter 1: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)

24.2-105 <i>Amended</i> 2021	B. The <b>State Board</b> shall <u>prescribe voting and election materials in languages other than English</u> for use by a county, city, or town that is subject to the requirements of § 24.2-124	ELECT acts on SBE's behalf to fulfill this requirement.
24.2-105 <i>Amended</i> 2021	The <b>State Board</b> <u>may make available voting and election materials in any additional languages other than those required by subsection A of § 24.2-124 as it deems necessary and appropriate.</u> The <b>State Board</b> <u>may accept voting and election materials translated by volunteers but shall verify the accuracy of such translations prior to making the translated materials available to a county, city, or town, or any voter.</u>	ELECT acts on SBE's behalf to fulfill this requirement.

Retained by the Board

24.2-103 <i>Amended</i> 2020	C. The <b>State Board</b> , <u>through the Department of Elections, shall conduct a certification program for the general registrars and shall require each general registrar to receive certification through such program from the Department within 12 months of his initial appointment or any subsequent reappointment.</u> The <b>State Board</b> <u>may grant a waiver requested by a local electoral board to extend, on a case-by-case basis, this deadline by up to three months.</u> The <b>State Board</b> <u>shall develop a training curriculum for the certification program and standards for completing the program and maintaining certification, including required hours of annual training.</u> No fees shall be charged to a general registrar for any required training as part of the certification program. The <b>State Board</b> <u>shall review the certification program every four years, or more often as it deems appropriate.</u>	SBE retains authority to set training standards and certifications for general registrars.
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24.2-103 <i>Amended 2020</i>	J. The <b>State Board</b> <u>shall submit an annual report to the Governor and the General Assembly on the activities of the State Board and the Department of Elections in the previous year.</u> Such report shall be governed by the provisions of § 2.2-608.	SBE retains authority for the annual report.
24.2-106 <i>Amended 2020</i>	D. Each member of the electoral board <u>shall attend an annual training program provided by the State Board</u> during the first year of his appointment and the first year of any subsequent reappointment.	SBE retains authority to set training programs for electoral boards.
24.2-109 <i>Amended 2020</i>	The electoral board shall remove from office, on notice, any general registrar who fails to receive or maintain certification <u>as required by the State Board</u> pursuant to subsection C of § 24.2-103.	SBE retains authority over general registrar certification
24.2-128 <i>Amended 2021</i>	A. The <b>State Board</b> <u>shall designate a county, city, or town as a covered locality if it determines,</u> in consultation with the Director of the Census, based on the 2010 American Community Survey census data and subsequent American Community Survey data in five-year increments, or comparable census data that (i) either (a) more than five percent of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; (b) more than 10,000 of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; or (c) in the case of a county, city, or town containing all or any part of an Indian reservation, more than five percent of the American Indian citizens of voting age within the Indian reservation are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process and (ii) the illiteracy rate of the citizens of the language minority as a group is higher than the national illiteracy rate.	SBE retains authority to designate covered localities

**Chapter 1: Revised Delegations of Authority (relating to Code sections that require language updates)**

24.2-103 <i>Amended 2020</i>	A. The <b>State Board</b> , through the Department of Elections, <u>shall supervise and coordinate the work of the county and city electoral boards and of the registrars to obtain uniformity in their practices and proceedings and legality and purity in all elections.</u> Its supervision shall ensure that major risks to election integrity are (i) identified and assessed and (ii)	SBE has authority.
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	addressed as necessary to promote election uniformity, legality, and purity. It shall make rules and regulations and issue instructions and provide information consistent with the election laws to the electoral boards and registrars to promote the proper administration of election laws.	
24.2-103 <i>Amended</i> 2020	Electoral boards and registrars <u>shall provide information requested by the State Board</u> and shall follow (a) the elections laws and (b) the rules and regulations of the State Board insofar as they do not conflict with Virginia or federal law.	This is delegated to ELECT.
24.2-103 <i>Amended</i> 2020	B. The <b>State Board</b> , <u>through the Department of Elections, shall ensure that the members of the electoral boards are properly trained to carry out their duties by offering training annually, or more often, as it deems appropriate, and without charging any fees to the electoral boards for the training.</u>	This is delegated to ELECT.
24.2-105 <i>Amended</i> 2020	A. The <b>State Board</b> <u>shall prescribe appropriate forms and records for the registration of voters, conduct of elections, and implementation of this title, which shall be used throughout the Commonwealth.</u>	SBE has authority



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DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 2

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**Chapter 2: Delegations of Authority (regarding new or amended Code provisions)**

N/A

**Chapter 2: Revised Delegations of Authority (relating to Code sections that require language updates.)**

N/A



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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 3

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**Chapter 3: Delegations of Authority (regarding new or amended Code provisions)**

N/A

**Chapter 3: Revised Delegations of Authority (relating to Code sections that require language updates.)**

N/A



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Memorandum

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 4

---

**Chapter 4: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)

24.2-411.3 <i>Amended 2020</i>	C. The Department of Motor Vehicles shall electronically transmit to the Department of Elections, <u>in accordance with the standards set by the State Board</u> , the information collected pursuant to subsection B for any person who (i) has indicated that he is a United States citizen, (ii) has indicated that he is 17 years of age or older, and (iii) at the time of such transaction did not decline to have his information transmitted to the Department of Elections for voter registration purposes.	ELECT will act on behalf of the SBE
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Retained by the Board

N/A

**Chapter 4: Revised Delegations of Authority (relating to Code sections that require language updates)**

N/A



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DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 5

**Chapter 5: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)  
NA

Retained by the Board  
NA

**Chapter 5: Revised Delegations of Authority (relating to Code sections that require language updates.)**

§ 24.2-506 <i>Amended 2020</i>	A. The name of any candidate for any office, other than a party nominee, shall not be printed upon any official ballots provided for the election unless <u>he shall file along with his declaration of candidacy a petition therefor, on a form prescribed by the State Board</u> , signed by the number of qualified voters specified in this subsection after January 1 of the year in which the election is held and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition.	ELECT acts on SBE's behalf to fulfill this requirement.
§ 24.2-521 <i>Amended 2020</i>	A. A candidate for nomination by primary for any office <u>shall be required to file with his declaration of candidacy a petition for his name to be printed on the official primary ballot, on a form prescribed by the State Board</u> , signed by the number of qualified voters specified in this section after January 1 of the year in which the election is held or before or after said date in the case of a March primary, and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a	ELECT acts on SBE's behalf to fulfill this requirement.

	<p>person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition.</p>	
<p>§ 24.2-543 <i>Amended</i> 2020</p>	<p>A. A group of qualified voters, not constituting a political party as defined in § 24.2-101, may have the names of electors selected by them, including one elector residing in each congressional district and two from the Commonwealth at large, printed upon the official ballot to be used in the election of electors for President and Vice President by filing a petition pursuant to this section. <u>The petition shall be filed with the State Board</u> by noon of the seventy-fourth day before the presidential election. The petition shall be signed by at least 5,000 qualified voters and include signatures of at least 200 qualified voters from each congressional district. The petition shall be signed by petitioners on and after January 1 of the year of the presidential election only and contain the residence address of each petitioner. The signature of each petitioner shall be witnessed either by a person who is a constitutionally qualified candidate for President of the United States, who may witness his own petition, or by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition. Each such person circulating a petition who is not a legal resident of the Commonwealth shall sign a statement on the affidavit that he consents to the jurisdiction of the courts of Virginia in resolving any disputes concerning the circulation of petitions, or signatures contained therein, by that person. The signatures of qualified voters collected by a nonresident petition circulator who fails to sign such statement, or who later fails to appear or produce documents when properly served with a subpoena to do so, shall not be counted towards the minimum number of signatures required pursuant to this subsection.</p>	<p>ELECT acts on SBE's behalf to fulfill this requirement.</p>





★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 6

**Chapter 6: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)

24.2-649.1 <i>Amended</i> 2021	(a) The machine number, (b) the time that the machine was removed and the time that it was returned, (c) the number on the machine's public counter before the machine was removed and the number on the same counter when it was returned, (d) the names of the voters who used the machine while it was removed provided <u>that secrecy of the ballot is maintained in accordance with guidance from the State Board</u> , and the name or names of the officer or officers who accompanied the machine shall be recorded on the statement of results.	ELECT provides guidance on behalf of the SBE.  This is new code provision; language originally from 24.2-638 which is included in the 2019 delegations.
24.2-649.1 <i>Amended</i> 2021	The officer shall immediately return to the polling place and shall deposit a paper ballot in the ballot container in accordance with § 24.2-646 or a machine-readable ballot in the ballot scanner machine in accordance <u>with the instructions of the State Board</u> .	ELECT acts on SBE's behalf to fulfill this requirement.  This is a code section change from 24.2-649 which is included in the 2019 delegations.
24.2-652 <i>Amended</i> 2020	B. If the general registrar is not available or cannot state that the person is registered to vote, such person shall be allowed to vote by provisional ballot pursuant to § 24.2-653. The officers of election shall provide to him an application for registration. The <b>State Board of Elections</b> shall provide instructions to the electoral boards <u>for the handling and counting of such provisional ballots</u> .	ELECT acts on SBE's behalf to fulfill this requirement.

Retained by the Board

<p>24.2-673.1 <i>Amended</i> 2020</p>	<p>C. The <b>State Board</b> <u>may promulgate regulations for the proper and efficient administration of elections determined by ranked choice voting</u>, including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section.</p>	<p>SBE retains authority to promulgate regulations</p>
<p>24.2-673.1 <i>Amended</i> 2020</p>	<p>D. The <b>State Board</b> <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting ranked choice voting pursuant to this section.</u></p>	<p>SBE retains authority to prescribe standards</p>

**Chapter 6: Revised Delegations of Authority (relating to Code sections that require language updates)**

<p>24.2-643 <i>Amended</i> 2020</p>	<p>A voter who does not show one of the forms of identification specified in this subsection and does not sign this statement shall be offered a provisional ballot under the provisions of § 24.2-653. The <b>State Board of Elections</b> <u>shall provide an ID-ONLY provisional ballot envelope that requires no follow-up action by the registrar or electoral board other than matching submitted identification documents from the voter for the electoral board to make a determination on whether to count the ballot.</u></p>	<p>This is delegated to ELECT</p>
<p>24.2-674 <i>Amended</i> 2020</p>	<p>If, prior to a recount, any two or more persons have an equal number of votes and a higher number than any other person for member of the General Assembly or of the Congress of the United States, or if any two or more persons have an equal number of votes and a higher number than any other person for elector of President and Vice President of the United States, the <b>State Board of Elections</b> <u>shall proceed publicly to determine by lot which of them shall be declared elected.</u> Reasonable notice shall be given to such candidates of the time when such elections shall be so determined; and if they, or either of them, shall fail to appear in accordance with such notice, the <b>Board</b> <u>shall proceed so as to determine the election in their absence.</u></p>	<p>SBE retains authority</p>



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DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 7

**Chapter 7: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)

§ 24.2-701.2 <i>Amended 2020</i>	F. If an emergency makes a voter satellite office unusable or inaccessible, the electoral board or the general registrar <u>shall provide an alternative voter satellite office, subject to the approval of the State Board</u> , and shall give notice of the change in the location of the voter satellite office	ELECT acts on SBE's behalf to fulfill this requirement.
§ 24.2-701.2 <i>Amended 2020</i>	C. The <b>State Board</b> <u>shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the acts.</u>	ELECT acts on SBE's behalf to provide instructions to the local electoral boards and general registrars regarding voter satellite offices.

Retained by the Board

§ 24.2-703.1 <i>Amended 2020</i>	C. <b>The State Board</b> <u>shall prescribe the process by which a voter on the permanent absentee voter list may:</u> (1) Request that his absentee ballot for (i) a single election or (ii) a primary election and the following general election be sent to an address other than the address on his voter registration record. (2) Request a primary ballot for a political party other than the one he specified on his application for permanent absentee voter status for a single primary election. (3) Change his political party selection for all succeeding primary elections.	SBE retains authority.
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§ 15.2-705.1 <i>Amended 2020</i>	C. The <b>State Board</b> <u>may promulgate regulations for the proper and efficient administration of elections determined by instant runoff voting</u> , including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and for offices to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § <u>24.2-613</u> , notwithstanding the provisions of subsection E of that section	SBE to retain authority.
§ 15.2-705.1 <i>Amended 2020</i>	D. The <b>State Board</b> <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting instant runoff voting pursuant to this section.</u>	SBE to retain authority.
§ 24.2-706 <i>Amended 2021</i>	2. That the <b>State Board of Elections</b> shall <u>promulgate regulations to implement the provisions of this act to be effective within 60 days of its enactment.</u> Such regulations shall include processes that ensure secure and timely delivery of voter information to contractors and reports of mailed absentee ballots from contractors.	SBE to retain authority.

**Chapter 7: Revised Delegations of Authority (relating to Code sections that require language updates)**

§ 24.2-703.1 <i>Amended 2020</i>	Any person who is eligible for an absentee ballot under § 24.2-700 and who is likely to remain so eligible for the remainder of the calendar year shall be eligible to file a special annual application to receive ballots for all elections in which he is eligible to vote in a calendar year. His first such application shall be accompanied by a statement, on a form prescribed by the <b>State Board</b> and signed by the voter, that the voter is eligible for an absentee ballot under § 24.2-700 and likely to remain so eligible for the remainder of the calendar year.	SBE retains authority to approve form.
§ 24.2-703.1 <i>Amended 2021</i>	A. Any registered voter shall be eligible to file a special application to receive absentee ballots for all elections in which he is eligible to vote. <u>Such application shall be on a form approved by the State Board.</u> The absentee ballots sent to a voter on the permanent absentee voter list shall be sent to the address in the voter's registration record, except as provided in subdivision C 1.	SBE retains authority to approve form.

<p>§ 24.2-703.1 <i>Amended 2020</i></p>	<p>B. <u>In accordance with procedures established by the <b>State Board</b>, the general registrar shall retain the application, enroll the applicant on a permanent absentee voter list, and process the applicant's request for an absentee ballot for each succeeding election.</u> The applicant shall specify by party designation the primary ballots he is requesting.</p>	<p>ELECT acts on SBE's behalf to for fill this requirement.</p>
<p>§ 24.2-705 <i>Amended 2020</i></p>	<p><u>The application shall be on a form prescribed by the <b>State Board</b> and shall require the applicant (i) to state the cause of his incapacity, (ii) to state that he is unable to be present at the polls on election day, and that he was either incapacitated on or after the eleventh day preceding the election or hospitalized on or after the fourteenth day preceding the election and unable to request the application earlier than the eleventh day preceding the election, (iii) to designate a representative to receive, deliver and return the ballot, and (iv) to provide other information required by law for an absentee ballot application.</u></p>	<p>SBE retains authority to prescribe form.</p>
<p>§ 24.2-710 <i>Amended 2020</i></p>	<p>On the day before the election, the general registrar shall (i) <u>make out in triplicate on a form prescribed by the <b>State Board</b></u> the absentee voter applicant list containing the names of all persons who applied for an absentee ballot through the third day before the election and (ii) by noon on the day before the election, deliver two copies of the list to the electoral board. The general registrar shall make out a supplementary list containing the names of all persons voting absentee in person or applying to vote absentee pursuant to § 24.2-705 for delivery by 5:00 p.m. on the day before the election. <u>The supplementary list shall be deemed part of the absentee voter applicant list and shall be prepared and delivered in accordance with the instructions of the <b>State Board</b>.</u> The general registrar shall maintain one copy of the list in his office for two years as a public record open for inspection upon request during regular office hours.</p>	<p>ELECT acts on SBE's behalf to fulfill this requirement.</p>



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DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 8

**Chapter 8: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)  
N/A

Retained By the Board

24.2-800 <i>Amended</i> 2020	B. When there is between any candidate apparently nominated or elected and any candidate apparently defeated a difference of not more than one percent of the total vote cast for the two such candidates <u>as determined by the State Board</u> or the electoral board, the defeated candidate may appeal from the determination of the <b>State Board</b> or the electoral board for a recount of the vote as set forth in this article. When there is between any write-in candidate apparently nominated or elected and any candidate apparently defeated, or between any candidate apparently nominated or elected and any write-in candidate apparently defeated, a difference of not more than five percent of the total vote cast for the two such candidates <u>as determined by the State Board</u> or the electoral board, the defeated candidate may appeal <u>from the determination of the State Board</u> or the electoral board for a recount of the vote as set forth in this article. In an election of electors for the President and Vice President of the United States, the presidential candidate shall represent the vice presidential candidate and slate of electors and be the party to the recount for purposes of this article.	SBE retains authority to determine recounts from appeals
24.2-802 <i>Amended</i>	B. The <b>State Board</b> <u>shall promulgate additional standards and instructions for the conduct of</u>	SBE retains authority to promulgate

2020	<u>simultaneous recounts of two or more elections in a single election district.</u>	standards
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**Chapter 8: Revised Delegations of Authority (relating to Code sections that require language updates)**

24.2-802 <i>Amended</i> 2020	A. The <b>State Board of Elections</b> <u>shall promulgate standards for (i) the proper handling and security of voting systems, ballots, and other materials required for a recount, (ii) accurate counting of votes based upon objective evidence and taking into account the voting system and form of ballots approved for use in the Commonwealth, and (iii) any other matters that will promote a timely and accurate resolution of the recount.</u>	SBE retains authority
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DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 9

**Chapter 9: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)

§ 24.2-947.11 <i>Amended 2021</i>	A. Any single contribution of \$1,000 or more for a statewide office or the General Assembly knowingly received or reported by the candidate or his treasurer on behalf of his candidacy during the period beginning January 1 and ending on the day immediately before the first day of a regular session of the General Assembly shall be reported as provided in § 24.2-947.5, and the report shall be received by the <b>State Board</b> not later than January 15.	ELECT acts on SBE's behalf to fulfill this requirement.
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Retained by the Board

§ 24.2-956 <i>Amended 2020</i>	4. Any disclosure statement required by this section shall be displayed in a conspicuous manner in a font size proportionate to the size of the advertisement. The <b>State Board of Elections</b> shall promulgate standards for meeting the requirements of this subdivision.	SBE retains authority to prescribe standards.
§ 24.2-956.1 <i>Amended 2020</i>	5. (Effective until January 1, 2024) Any disclosure statement required by this section shall be displayed in a conspicuous manner in a minimum font size of seven point. The <b>State Board of Elections</b> shall promulgate standards for meeting the requirements of this subdivision.	SBE retains authority to prescribe standards

**Chapter 9: Revised Delegations of Authority (relating to Code sections that require language updates.)**

§ 24.2-947.5	B. Candidates for local or constitutional office in any locality shall file reports required by this article with the	ELECT acts on SBE's behalf to fulfill this
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<i>Amended 2020</i>	<b>State Board</b> by computer or electronic means in accordance with the standards approved by the <b>State Board</b> and shall not be required to file reports with the general registrar of the locality in which the candidate resides.	requirement.
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DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Chapter 10

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**Chapter 10: Delegations of Authority (regarding new or amended Code provisions)**

N/A

**Chapter 10: Revised Delegations of Authority (relating to Code sections that remained the same)**

N/A



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DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Delegations of Authority, Title 15.2 Subtitle 1. Chapter 7.

**Chapter 15: Delegations of Authority (regarding new or amended Code provisions)**

Delegated to the Department of Elections (ELECT)  
N/A

Retained by the Board

15.2-705.1 <i>Amended</i> 2020	C. The <b>State Board</b> <u>may promulgate regulations for the proper and efficient administration of elections determined by instant runoff voting</u> , including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and for offices to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section	SBE retains authority to promulgate regulations
15.2-705.1 <i>Amended</i> 2020	D. The <b>State Board</b> <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting instant runoff voting pursuant to this section.</u>	SBE retains authority to prescribe standards related to instant runoff voting

**Chapter 1: Revised Delegations of Authority (relating to Code sections that require language updates)**

N/A



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DEPARTMENT *of* ELECTIONS

**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Rachel Lawless, Confidential Policy Advisor; Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** Forms and Delegations of Authority 2021

**Background**

As part of the update of the Delegations, ELECT staff is providing the areas of the Code of Virginia where the Board is given authority over forms and the Board currently maintains that authority rather than delegating to ELECT. The chart below identifies the existing areas in the Delegations of Authority 2021 document where the Board maintains authority over certain forms. If the Board chooses to delegate any or all of these to ELECT, a motion to amend the Delegations of Authority 2021 noting the Code sections to delegate would be the proper procedure.

Code Section	Form
24.2-416.6	Third party groups swear to follow VA law when registering voters
24.2-505	Declaration of Candidacy
24.2-506	Candidate Petition Forms (independent)
24.2-520	Declaration of Candidacy
24.2-521	Candidate Petition Forms (party primary)
24.2-545	Candidate Petition Forms (Presidential Primary)
24.2-643	Voter change of address form
24.2-644	Declaration of Intent for Presidential write-in candidates
24.2-649	Voter request for assistance in voting
24.2-703.1	Annual Absentee Ballot Application
24.2-703.2	Annual Absentee Ballot Application
24.2-946	All campaign finance filing forms

**Procedure**

If the Board chooses to delegate any of the sections to ELECT, a motion to amend the Delegations of Authority 2021 noting the Code sections to delegate would be the proper procedure. A motion would state as follows:

I move to amend the Delegations of Authority 2021 by delegating the responsibilities in the following sections to the Department of Elections: [name individual sections].



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DEPARTMENT *of* ELECTIONS

Delegations Change Log

Delegation	Change	Reason
24.2-610(A)	Section removed	Board requirement was changed to an ELECT requirement in the Code.
24.2-610(B)	Section removed	Board requirement was changed to an ELECT requirement in the Code.
24.2-611(B)	Section removed	Board requirement was changed to an ELECT requirement in the Code.
24.2-701(A)	Partial section removed	Board requirement was changed to an ELECT requirement in the Code.
24.2-701(A)	Partial section removed	Board requirement was changed to an ELECT requirement in the Code.
24.2-701(B)(2)	Partial section removed	Board requirement was changed to an ELECT requirement in the Code.
24.2-703.1	Partial section removed	Language is no longer effective after July 1, 2021
24.2-705	Section removed	Language that required the Board's authority was removed from the Code.
24.2-802	Partial section removed	Language that required the Board's authority was removed from the Code.

**Virginia State Board of Elections: Delegation of Authority 2021**

<u>Code §</u>	<u>Code Responsibility</u>	<u>Authority</u> B=Board D=ELECT	<u>Date</u>	<u>Comments</u>
24.2-103	A. The <b>State Board</b> , through the Department of Elections, <u>shall supervise and coordinate the work of the county and city electoral boards and of the registrars to obtain uniformity in their practices and proceedings and legality and purity in all elections.</u> Its supervision shall ensure that major risks to election integrity are (i) identified and assessed and (ii) addressed as necessary to promote election uniformity, legality, and purity. It shall make rules and regulations and issue instructions and provide information consistent with the election laws to the electoral boards and registrars to promote the proper administration of election laws.	B	6/22/21	
24.2-103	Electoral boards and registrars <u>shall provide information requested by the State Board</u> and shall follow (a) the elections laws and (b) the rules and regulations of the State Board insofar as they do not conflict with Virginia or federal law.	D	6/22/21	
24.2-103	A. ....The State Board shall post on the Internet within three business days any rules or regulations made by the State Board.	D	10/29/19	
24.2-103	Upon request and at a reasonable charge not to exceed the actual cost incurred, the State Board shall provide to any requesting political party or candidate, within three days of the receipt of the request, copies of any instructions or information provided by the State Board to the local electoral boards and registrars.	D	10/29/19	
24.2-103	B. The <b>State Board</b> , <u>through the Department of Elections, shall ensure that the members of the electoral boards are properly trained to carry out their duties by offering training annually, or more often, as it deems appropriate, and without charging any fees to the electoral boards for the training.</u>	B	6/22/21	
24.2-103	C. The <b>State Board</b> , <u>through the Department of Elections, shall conduct a certification program for the general registrars and shall require each general registrar to receive certification through such program from the Department within 12 months of his initial appointment or any subsequent reappointment. The State Board may grant a waiver requested by a local electoral board to extend, on a case-by-case basis, this deadline by up to three months. The State Board shall develop a training curriculum for the certification program and standards for completing the program and maintaining certification, including required hours of annual training. No fees shall be charged to a general registrar for any required training as part of the</u>	B	6/22/21	

	certification program. The <b>State Board</b> shall review the certification program every four years, or more often as it deems appropriate.			
24.2-103	<u>D. The State Board shall set the training standards for the officers of election and shall develop standardized training programs for the officers of election to be conducted by the local electoral boards and the general registrars.</u>	B	10/29/19	
24.2-103	The State Board shall provide standardized training materials for such training and shall also offer on the Department of Elections website a training course for officers of election.	D	10/29/19	
24.2-103	The State Board shall review the standardized training materials and the content of the online training course every two years in the year immediately following a general election for federal office.	B	10/29/19	
24.2-103	<u>E. The <b>Board</b> may institute proceedings pursuant to § 24.2-234 for the removal of any member of an electoral board who fails to discharge the duties of his office in accordance with law.</u>	B	10/29/19	
24.2-103	<u>The <b>Board</b> may petition the local electoral board to remove from office any general registrar who fails to discharge the duties of his office according to law</u>	B	10/29/19	
24.2-103	<u>The <b>Board</b> may institute proceedings pursuant to § 24.2-234 for the removal of a general registrar if the local electoral board refuses to remove the general registrar and the <b>State Board</b> finds that the failure to remove the general registrar has a material adverse effect upon the conduct of either the registrar's office or any election.</u>	B	10/29/19	
24.2-103	<u>F. The <b>Board</b> may petition a circuit court or the Supreme Court, whichever is appropriate, for a writ of mandamus or prohibition, or other available legal relief, for the purpose of ensuring that elections are conducted as provided by law.</u>	B	10/29/19	
24.2-103	<u>H. The <b>Board</b> shall adopt a seal for its use and bylaws for its own proceedings.</u>	B	10/29/19	
24.2-103	<u>J. The <b>State Board</b> shall submit an annual report to the Governor and the General Assembly on the activities of the State Board and the Department of Elections in the previous year. Such report shall be governed by the provisions of § 2.2-608.</u>	B	6/22/2021	
24.2-104	When the <b>State Board</b> is of the opinion that the public interest will be served, it may request the <u>Attorney General, or other attorney designated by the Governor for the purpose, to assist the attorney for the Commonwealth</u> of any jurisdiction in which election laws have been violated.	B	10/29/19	
24.2-104	When the <b>State Board</b> makes its request pursuant to a unanimous vote of all <u>members</u> , the Attorney General or other attorney designated by the Governor shall exercise the authority granted by this section to conduct an investigation, prosecute a violation, assure the enforcement of the elections laws, and report the results of the investigation to the <b>State Board</b> .	B	10/29/19	

24.2-105	<u>A. The State Board shall prescribe appropriate forms and records for the registration of voters, conduct of elections, and implementation of this title, which shall be used throughout the Commonwealth.</u>	B	10/29/19	
24.2-105	<u>B. The <b>State Board</b> shall prescribe voting and election materials in languages other than English for use by a county, city, or town that is subject to the requirements of § 24.2-124</u>			
24.2-105	<u>The <b>State Board</b> may make available voting and election materials in any additional languages other than those required by subsection A of § 24.2-124 as it deems necessary and appropriate. The <b>State Board</b> may accept voting and election materials translated by volunteers but shall verify the accuracy of such translations prior to making the translated materials available to a county, city, or town, or any voter.</u>	D	6/22/2021	
24.2-105	<u>B. The <b>State Board</b> shall prescribe voting and election materials in languages other than English for use by a county, city, or town that is subject to the requirements of § 24.2-124. For purposes of this subsection, voting and election materials mean registration or voting notices, forms, and instructions. For purposes of this subsection, registration notices mean any notice of voter registration approval, denial, or cancellation, required by the provisions of Chapter 4 (§ 24.2-400 et seq.).</u>	D	6/22/2021	
24.2-105.1	<u>Beginning with the general election in November 1998, the <b>State Board</b> shall implement a system by which it shall furnish lists of candidates for all elections in the Commonwealth, and information on proposed constitutional amendments and statewide referenda prepared pursuant to §§ 30-19.9 and 30- 19.10, electronically through the Internet.</u>	D	10/29/19	
24.2-105.1	<u>The <b>Board</b> may list other referenda issues on the Internet.</u>	D	10/29/19	
24.2-105.1	<u>The <b>State Board</b> shall provide elections results and statistical information on its website. The information shall include voter turnout information which shall be calculated as the percentage of active voters who voted excluding voters assigned to inactive status pursuant to Chapter 4 (§ 24.2-400 et seq.)</u>	D	10/29/19	
24.2-106	<u>D. Each member of the electoral board shall attend an annual training program provided by the <b>State Board</b> during the first year of his appointment and the first year of any subsequent reappointment.</u>	B	6/21/2021	
24.2-106.01	<u>The <b>State Board</b> shall develop a description of the duties and responsibilities of the local electoral boards and update such description as needed. Such description shall include the statutory and regulatory duties and responsibilities of the electoral boards, prohibited activities of the electoral boards and members of electoral boards, and the qualifications and disqualifications of members of electoral boards.</u>	D	10/29/19	



24.2-107	No election record containing an individual's social security number shall be made available for inspection or copying by anyone. The <b>State Board</b> of Elections shall <u>prescribe procedures for local electoral boards and general registrars to make the information in certificates of candidate qualification available in a manner that does not reveal social security numbers.</u>	D	10/29/19	
24.2-109	The electoral board shall remove from office, on notice, any general registrar who fails to receive or maintain certification <u>as required by the State Board</u> pursuant to subsection C of § 24.2-103.	B	6/21/2021	
24.2-109.1	The electoral board shall conduct an annual performance review of the general registrar for years ending June 30, 2006, and thereafter. The electoral board shall complete the review by August 1 of each year, retain a copy of the performance review, and <u>provide a copy of the review to the State Board.</u>	D	10/29/19	
24.2-109.1	<u>The performance review shall be conducted in accordance with the format and forms provided by the State Board</u>	B	10/29/19	
24.2-111	Each locality shall pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. In case of a dispute, the <u>State Board shall approve or disapprove the reimbursement.</u>	D	10/29/19	
24.2-114	3. Perform his duties within the county or city he was appointed to serve, except that a registrar may (i) go into a county or city in the Commonwealth contiguous to his county or city to register voters of his county or city when conducting registration jointly with the registrar of the contiguous county or city or (ii) notwithstanding any other provision of law, participate in <u>multijurisdictional staffing for voter registration offices, approved by the State Board</u> , that are located at facilities of the Department of Motor Vehicles.	B	10/29/19	
24.2-114	5. Indicate on the registration records for each accepted mail voter registration application form returned by mail pursuant to Article 3.1 (§ 24.2-416.1 et seq.) of Chapter 4 that the registrant has registered by mail. <u>The general registrar shall fulfill this duty in accordance with the instructions of the State Board so that those persons who registered by mail are identified on the registration records, lists of registered voters furnished pursuant to § 24.2-405, lists of persons who voted furnished pursuant to § 24.2-406, and pollbooks used for the conduct of elections.</u>	D	10/29/19	

24.2-114	6. Accept a registration application or request for transfer or change of address submitted by or for a resident of any other county or city in the Commonwealth. <u>Registrars shall process registration applications and requests for transfer or change of address from residents of other counties and cities in accordance with written instructions from the State Board</u> and shall forward the completed application or request to the registrar of the applicant's residence.	D	10/29/19	
24.2-114	8. <u>Maintain the official registration records for his county or city in the system approved by, and in accordance with the instructions of, the State Board</u> ; preserve the written applications of all persons who are registered; and preserve for a period of four years the written applications of all persons who are denied registration or whose registration is cancelled.	D	10/29/19	
24.2-114	10. Verify the accuracy of the <u>pollbooks provided for each election by the State Board</u> , make the pollbooks available to the precincts,	D	10/29/19	
24.2-114	<u>And according to the instructions of the State Board return the pollbooks, or transfer a copy of the data from any electronic pollbooks, to the State Board</u> after each election for voting credit purposes.	D	10/29/19	
24.2-114	19. Attend an annual training program provided by the <b>State Board</b> . A general registrar may designate one member of his staff to attend such training program if he is unable to attend because of a personal or family emergency.	D	10/29/19	
24.2-115.2	A. Each officer of election shall receive training consistent with the standards set by the <b>State Board</b> pursuant to 24.2-103.	B	10/29/19	
24.2-115.2	This training shall be conducted by the electoral boards and general registrars, using the standardized training programs and materials developed by the <b>State Board</b> for this purpose.	D	10/29/19	
24.2-115.2	C. Following any training conducted pursuant to this section, the electoral boards shall certify to the <b>State Board</b> that the officers of election in its jurisdiction have received the required training. Such certification shall include the dates of each completed training.	D	10/29/19	
24.2-128	A. The State Board shall designate a county, city, or town as a covered locality if it determines, in consultation with the Director of the Census, on the basis of the 2010 American Community Survey census data and subsequent American Community Survey data in five-year increments, or comparable census data, that (i) more than five percent of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; (ii) more than 10,000 of the citizens of voting age of such county, city, or town are members of a single language minority	B	6/22/2021	

	and are unable to speak or understand English adequately enough to participate in the electoral process; or (iii) in the case of a county, city, or town containing all or any part of an Indian reservation, more than five percent of the American Indian citizens of voting age within the Indian reservation are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process.			
24.2-234	<u>The circuit court also shall proceed pursuant to § 24.2-235 for the removal of a member of a local electoral board or general registrar upon a petition signed by a majority of the members of the <b>State Board</b> of Elections as provided in § 24.2-103.</u>	B	10/29/19	
24.2-307	<u>If a governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two or more congressional districts, Senate districts, House of Delegates districts, or local election districts, it shall apply to the State Board for a waiver to administer a split precinct. The State Board may grant the waiver or direct the governing body to establish a precinct with less than the minimum number of registered voters as permitted by § 24.2-309.</u>	B	6/22/2021	
24.2-309	<u>The <b>State Board</b> shall make regulations setting procedures by which elections may be conducted in precincts in which all voters do not have the same choice of candidates at a general election.</u>	B	10/29/19	
24.2-309.2	If a change in the boundaries of a precinct is required pursuant to clause (i), (ii), (iii), or (iv), the county, city, or town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-264, and <u>send copies of the ordered or enacted changes to the State Board of Elections and the Division of Legislative Services.</u>	D	10/29/19	
24.2-310	C. Polling places shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (42 U.S.C. § 1973ee et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). <u>The <b>State Board</b> shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the Acts.</u>	D	10/29/19	

24.2-310	D. If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar shall provide an alternative polling place and give notice of the change in polling place, including to all candidates, or such candidate's campaign, appearing on the ballot to be voted at the alternative polling place, <u>subject to the prior approval of the State Board.</u>	D	10/29/19	
24.2-310	F. Any local government, local electoral board, or the <b>State Board</b> may make monetary grants to any non-governmental entity furnishing facilities under the provisions of 24.2-307 or 24.2-308 for use as a polling place. Such grants shall be made for the sole purpose of meeting the accessibility requirements of this section. Nothing in this subsection shall be construed to obligate any local government, local electoral board or the State board to appropriate funds to any non-governmental entity,	D	10/29/19	
24.2-404	C. The <b>State Board</b> shall institute procedures to ensure that each requirement of this section is fulfilled.	B	10/29/19	
24.2-404	As part of its procedures, the <b>State Board</b> shall provide that the general registrar shall mail notice of any cancellation pursuant to clause (v) of subdivision A 4 to the person whose registration is cancelled.	B	10/29/19	
24.2-404	D. The <b>State Board</b> shall promulgate rules and regulations to ensure the uniform application of the law for determining a person's residence.	B	10/29/19	
24.2-404	E. The Department shall apply to participate in the Systematic Alien Verification for Entitlements Program (SAVE Program) operated by U.S. Citizenship and Immigration Services of the U.S. Department of Homeland Security for the purposes of verifying that voters listed in the Virginia voter registration system are United States citizens. Upon approval of the application, the Department shall enter into any required memorandum of agreement with U.S. Citizenship and Immigration Services. The <b>State Board</b> shall promulgate rules and regulations governing the use of the immigration status and citizenship status information received from the SAVE Program.	B	10/29/19	
24.2-406	B. The Department of Elections shall furnish to the Chief Election Officer of another state, on request and at a reasonable price, lists of persons who voted at any primary, special, or general election held for the four preceding years. Such lists shall be used only for the purpose of maintenance of voter registration systems and shall be transmitted in accordance with <b>security policies approved by the State Board of</b>	B	10/29/19	“New” legislation amended 2007. Should remain a Board authority.

	<b>Elections.</b>			
24.2-410.2	A. The State Board shall promulgate regulations and standards necessary to ensure the security and integrity of the Virginia voter registration system and the supporting technologies utilized by the counties and cities to maintain and record registrant information.	B	10/29/19	2019 legislation. Board authority
24.2-410.2	The State Board shall, in consultation with representatives of local government information technology professionals and general registrars, update the security standards at least annually.	B	10/29/19	2019 legislation. Board authority
24.2-410.2	In accordance with the <b>process prescribed by the State Board</b> , the Department of Elections may limit access to the Virginia voter registration system by any county or city that has failed to comply with the provisions of subsection B or the security standards established by the State Board pursuant to subsection A.	B	10/29/19	2019 legislation. Board authority
24.2-411.3	C. The Department of Motor Vehicles shall electronically transmit to the Department of Elections, in accordance with the standards set by the <b>State Board</b> , the information collected pursuant to subsection B for any person who (i) has indicated that he is a United States citizen, (ii) has indicated that he is 17 years of age or older, and (iii) at the time of such transaction did not decline to have his information transmitted to the Department of Elections for voter registration purposes.	D	6/22/2021	
24.2-416.2	Notwithstanding the provisions of § 24.2-418, the national mail voter registration application form promulgated by the Election Assistance Commission pursuant to the National Voter Registration Act (52 U.S.C. § 20501 et seq.) shall be accepted for the registration of otherwise qualified voters to vote in federal, state, and local elections. In addition to the national form promulgated by the Election Assistance Commission, the <b>State Board of Elections shall design</b>	B	10/29/19	
24.2-416.2	<u>And distribute a state mail voter registration application form.</u> Such state form shall include the eligibility requirements for registration as provided in this title, shall provide for a receipt for the applicant pursuant to § 24.2-418.1, and shall require each applicant to provide the information required subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-416.6	Such individuals or agents representing a group shall be required to receive training as approved by the <b>State Board</b> and sign a sworn affidavit on a form prescribed by the <b>State Board</b> attesting that such individuals or organizations will abide by all Virginia laws and rules regarding the registration of voters.	D	10/29/19	

24.2-416.7	A. Notwithstanding any other provision of law, a person who is qualified to register to vote may apply to register to vote <b>by electronic means as authorized by the State Board</b> by completing an electronic registration application.	B	10/29/19	
24.2-416.7	B. Notwithstanding any other provision of law, a registered voter may satisfy the requirements of §§ 24.2-423 and 24.2-424 to notify the general registrar of a change of legal name or place of residence within the Commonwealth <b>by electronic means as authorized by the State Board</b> by completing an electronic registration application.	B	10/29/19	
24.2-416.7	H. The Department of Elections may use <b>additional security measures approved by the State Board</b> to ensure the accuracy and integrity of registration transactions performed under this article.	B	10/29/19	
24.2-418	Each applicant to register shall provide, subject to felony penalties for making false statements pursuant to § 24.2-1016, the information necessary to complete the application to register. Unless physically disabled, he shall sign the application. <u>The application to register shall be only on a form or forms prescribed by the State Board.</u>	B	10/29/19	
24.2-422	<u>The petitioner may file his petition by completing and filing a form which shall be prescribed by the State Board</u> and which shall be used by the general registrar to notify an applicant of the denial of his application to register and of the reasons for the denial.	B	10/29/19	
24.2-423	Whenever a registered voter changes his legal name, either by marriage, divorce, order of court, or otherwise, the voter shall promptly notify the general registrar of the jurisdiction where he is registered. Such notice may be made in writing or <b>on a form approved by the State Board of Elections</b> , which may be electronic. The notice in writing may be provided by mail or by facsimile and shall be signed by the voter unless he is physically unable to sign, in which case his own mark acknowledged by a witness shall be sufficient signature.	B	10/29/19	
24.2-423	Notice may be provided <b>by electronic means as authorized by the State Board</b> and signed by the voter in a manner consistent with the provisions of § 24.2-416.7 and the Uniform Electronic Transactions Act (§ 59.1-479 et seq.). The general registrar shall enter the new name on the registration records and issue the voter a new voter registration card.	B	10/29/19	
24.2-424	A. Whenever a registered voter changes his place of residence within the Commonwealth, he shall promptly notify any general registrar of the address of his new residence. <u>Such notice may be made in person, in writing, by return of the voter registration card noting the new address, or on a form approved by the State Board of Elections, which may be electronic.</u> The notice in writing may be provided by	B	10/29/19	

	mail or by facsimile and shall be signed by the voter unless he is physically unable to sign, in which case his own mark acknowledged by a witness shall be sufficient signature.			
24.2-424	<b>Notice may be provided by electronic means as authorized by the State Board</b> and signed by the voter in a manner consistent with the provisions of § 24.2-416.7 and the Uniform Electronic Transactions Act (§ 59.1-479 et seq.). The fact that a voter provides an address on a candidate or referendum petition that differs from the address for the voter on the voter registration system shall not be sufficient notice to change the voter's registration address. Any statements made by any voter applying for transfer are subject to felony penalties for making a false statement pursuant to § 24.2-1016.	B	10/29/19	
24.2-501	It shall be a requirement of candidacy for any office of the Commonwealth, or of its governmental units, that a person must <u>file a written statement under oath, on a form prescribed by the <b>State Board</b>, that he is qualified to vote for and hold the office for which he is a candidate.</u>	D	10/29/19	
24.2-501	Every candidate for election to statewide office, the United States House of Representatives, or the General Assembly shall <u>file the statement with the <b>State Board</b></u> . Every candidate for any other office shall file the statement with the general registrar of the county or city where he resides.	D	10/29/19	
24.2-501	Each <u>general registrar shall transmit to the <b>State Board</b>, immediately after the filing deadline, a list of the candidates who have filed statements of qualification</u>	D	10/29/19	
24.2-501	The candidate may state, as part of his statement of qualification, how he would like his name to appear on the ballot; however, <u>all names printed on the ballot shall meet the criteria established by the <b>State Board</b>.</u>	B	10/29/19	
24.2-502	It shall be a requirement of candidacy that a written statement of economic interests shall be <b>filed</b> by (i) a candidate for Governor, Lieutenant Governor, or Attorney General and a candidate for the Senate or House of Delegates <b>with the State Board</b> , (ii) a candidate for a constitutional office with the general registrar for the county or city, and (iii) a candidate for member of the governing body or elected school board of any county, city, or town with a population in excess of 3,500 persons with the general registrar for the county or city.	D	10/29/19	

24.2-503	The State Board may grant an extension of any deadline for filing either or both written statements and	B	10/29/19	
24.2-503	<u>Shall notify all candidates who have not filed their statements of the extension.</u> Any extension shall be granted for a fixed period of time of ten days from the date of the mailing of the notice of the extension.	D	10/29/19	
24.2-505	A. Any person, other than a candidate for a party nomination or a party nominee, who intends to be a candidate for any office to be elected by the qualified voters of the Commonwealth at large or of a congressional district shall <u>file a declaration of candidacy with the State Board.</u>	D	10/29/19	
24.2-505	<u>On a form prescribed by the Board,</u> designating the office for which he is a candidate. The written declaration shall be attested by two witnesses who are qualified voters of the Commonwealth or of the congressional district, or acknowledged before some officer authorized to take acknowledgements to deeds. The declaration shall be signed by the candidate, but if he is incapable of writing his proper signature then some mark adopted by him as his signature shall be acknowledged before some officer authorized to take acknowledgments	D	10/29/19	
24.2-505	<u>The State Board shall notify the respective secretaries of the appropriate electoral boards of the qualified candidates who have so filed.</u>	D	10/29/19	
24.2-505	B. Any person, other than a candidate for a party nomination or party nominee, who intends to be a candidate for election to the General Assembly shall file a declaration of candidacy with the general registrar of the county or city where he resides. The declaration shall be in all respects the same as that required to be given to the State Board by statewide and congressional district candidates. The general registrar shall, within three days after receiving the declaration, (i) deliver it in person or transmit it by certified mail, along with the petitions required by § 24.2-506 or copies thereof, to the general registrars of the other counties or cities, if any, in the legislative district for delivery to the secretaries of the electoral boards and (ii) deliver the declaration and such petitions to the secretary of his electoral board. <u>He shall transmit the names of the candidates who have filed with him to the State Board Immediately after the filing deadline.</u>	D	10/29/19	



24.2-505	C. Any person, other than a candidate for a party nomination or party nominee, who intends to be a candidate at any election for any other office shall file a declaration of candidacy with the general registrar of the county or city where he resides. The declaration shall be in all respects the same as that required to be given to the State Board by statewide and congressional district candidates. The general registrar shall, within three days after receiving the declaration, deliver it in person or transmit it by certified mail, along with the petitions required by § 24.2-506 or copies thereof, to the secretaries of the electoral boards of the counties or cities whose electors vote for the office. <u>He shall transmit the names of the candidates who have filed with him to the State Board immediately after the filing deadline.</u>	D	10/29/19	
24.2-506	A. The name of any candidate for any office, other than a party nominee, shall not be printed upon any official ballots provided for the election unless <u>he shall file along with his declaration of candidacy a petition therefor, on a form prescribed by the State Board</u> , signed by the number of qualified voters specified in this subsection after January 1 of the year in which the election is held and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition.	D	6/22/2021	
24.2-506	B. The <b>State Board</b> shall approve uniform standards by which petitions filed by a candidate for office, other than a party nominee, are reviewed to determine if the petitions contain sufficient signatures of qualified voters as required in subsection A.	B	10/29/19	
24.2-506	<b>The State Board of Elections, on or before January 1, 2020, shall revise its processes and associated regulations for reviewing and processing candidate petitions.</b> Such revisions shall provide a process for checking petition signatures that includes a method for determining if a petition signature belongs to an individual whose prior registration has been canceled and the reason for such cancellation. The process shall provide for the tracking of such information associated with each petition. The process shall provide for the escalation of cases of suspected fraud to the electoral board, the State Board, or the office of the attorney for the Commonwealth, as appropriate.	B	10/29/19	
24.2-506	C. If a candidate, other than a party nominee, does not qualify to have his name appear on the ballot by reason of the candidate's filed petition not containing the minimum number of signatures of qualified voters for the office sought, the candidate may appeal that determination within five calendar days of the issuance of the notice of disqualification pursuant to § 24.2-612 or notice from the <b>State Board</b> that the candidate did not meet the requirements to have his name appear on the ballot.	D	10/29/19	

24.2-506	Appeals made by candidates for a county, city, or town office shall be filed with the electoral board. Appeals made by candidates for all other offices shall be filed with the <b>State Board</b> .	D	10/29/19	
24.2-506	The appeal shall be heard by the <b>State Board</b> or the electoral board, as appropriate, within five business days of its filing.	B	10/29/19	
24.2-506	The electoral board shall notify the <b>State Board</b> of any appeal that is filed with the electoral board.	D	10/29/19	
24.2-506	The <b>State Board</b> shall develop procedures for the conduct of such an appeal. The consideration on appeal shall be limited to whether or not the signatures on the petitions that were filed were reasonably rejected according to the requirements of this title and the uniform standards approved by the <b>State Board</b> for the review of petitions.	B	10/29/19	
24.2-506	Immediately after the conclusion of the appeal hearing, the entity conducting the appeal shall notify the candidate and, if applicable, the State Board, of its decision in writing. The decision on appeal shall be final and not subject to further appeal.	D	10/29/19	
24.2-511	A. <u>The state, district, or other appropriate party chairman shall certify the name of any candidate who has been nominated by his party by a method other than a primary for any office to be elected by the qualified voters of (i) the Commonwealth at large, (ii) a congressional district or a General Assembly district, or (iii) political subdivisions jointly electing a shared constitutional officer, along with the date of the nomination of the candidate, to the <b>State Board</b> not later than five days after the last day for nominations to be made.</u>	D	10/29/19	
24.2-511	<u>The <b>State Board</b> shall notify the general registrars of the names of the candidates to appear on the ballot for such offices.</u>	D	10/29/19	
24.2-511	B. The <u>party chairman</u> of the district or political subdivision in which any other office is to be filled shall certify the name of any candidate for that office who has been nominated by his party by a method <u>other than a primary to the <b>State Board</b></u> and to the general registrars of the cities and counties in which the name of the candidate will appear on the ballot not later than five days after the last day for nominations to	D	10/29/19	

	be made.			
24.2-511	<u>Should the party chairman fail to make such certification, the <b>State Board</b> shall declare that the candidate is the nominee of the particular party and direct that his name be treated as if certified by the party chairman.</u>	D	10/29/19	
24.-516	<u>Each political party within the Commonwealth shall furnish to the <b>State Board</b> the names and addresses of its state, county, and city party chairmen in January of each year, and during the remainder of the year it shall notify the <b>Board</b> of any changes in such names and addresses.</u>	D	10/29/19	
24.2-516	<u>At least 135 days prior to the regular date for a primary, the <b>Board</b> shall inquire of each state chairman and each county and city chairman whether a direct primary has been adopted.</u>	D	10/29/19	
24.2-516	<u>The <b>Board</b> shall advise each chairman that notification to the <b>Board</b> of the adoption of a direct primary is required and must be filed with the Board not more than 125 days and not less than 105 days before the date set for the primaries.</u>	D	10/29/19	
24.2-516	<u>Each chairman shall file timely written notice with the <b>Board</b> whether or not a primary has been adopted and identify each office for which a primary has been adopted.</u>	D	10/29/19	
24.2-516	<u>The requirement to notify the <b>Board</b> of the adoption of a direct primary shall be satisfied when the Board receives by the deadline (i) written notice from the appropriate party chairman or (ii) a copy of the written notice from an incumbent officeholder to his party chairman of the incumbent's selection, pursuant to § 24.2-509, of the primary as the method of nomination.</u>	D	10/29/19	
24.2-517	<u>The <b>State Board</b> shall order the holding of a primary election in any county, city, or other district of the Commonwealth in which it is notified pursuant to § 24.2-516 that a primary is intended to be held.</u>	D	10/29/19	

24.2-517	The notice ordering the primary shall be sent to the secretary of the electoral board. Within five days of the issuance of the order by the State Board, each secretary shall forthwith post a copy of the notice on the official website of the county or city, or have notice of the election published at least once in a newspaper of general circulation in the county or city.	D	10/29/19	
24.2-520	A candidate for nomination by primary for any office shall be required to file a written declaration of candidacy on a form prescribed by the State Board. The declaration shall include the name of the political party of which the candidate is a member, a designation of the office for which he is a candidate, and a statement that, if defeated in the primary, his name is not to be printed on the ballots for that office in the succeeding general election. The declaration shall be acknowledged before some officer who has the authority to take acknowledgments to deeds, or attested by two witnesses who are qualified voters of the election district.	D	10/29/19	
24.2-521	A. A candidate for nomination by primary for any office shall be required to file with his declaration of candidacy a petition for his name to be printed on the official primary ballot, on a form prescribed by the State Board, signed by the number of qualified voters specified in this section after January 1 of the year in which the election is held or before or after said date in the case of a March primary, and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition.	D	6/22/2021	
24.2-522	C. Any candidate for nomination for United States Senator, Governor, Lieutenant Governor, or Attorney General shall file with the State Board (i) his declaration of candidacy, (ii) the petitions for his candidacy, sealed in one or more containers to which is attached a written statement under oath by the candidate giving his name and the number of signatures on the petitions contained in the containers, and (iii) a receipt indicating the payment of his filing fee.	D	10/29/19	
24.2-522	The State Board shall transmit the material so filed to the state chairman of the party of the candidate within 72 hours and not later than the seventy-fourth day. The sealed containers containing the petitions for a candidate may be opened only by the state chairman of the party of the candidate.	D	10/29/19	
24.2-524	A. Candidates for United States Senators, for representatives in Congress, and for the offices of Governor, Lieutenant Governor, and Attorney General shall pay the primary fee to the State Board of Elections.	D	10/29/19	

24.2-524	The primary fees shall be credited by the <b>Board</b> to a fund to be known as the "state primary fee fund." The <b>Board</b> shall refund the fee by warrant upon the state primary fee fund in the event the prospective candidate does not become a candidate, becomes a candidate and is not opposed, or must refile for any reason. All other primary fees paid to the <b>Board</b> shall be paid or placed to the credit of the fund out of which the Board pays the Commonwealth's expenses for the primary.	D	10/29/19	
24.2-524	B. All other candidates shall pay the fee to the treasurer, or director of finance if there is no treasurer, of the city or county in which they reside. The treasurer or director of finance shall pay back the fee in the event the prospective candidate does not become a candidate, or becomes a candidate and must refile for any reason. In the event the candidate is unopposed, the <b>State Board</b> <u>or the local electoral board, as appropriate, shall notify, no less than 60 days before the primary, the treasurer or director of finance to whom the fee was paid that the candidate is unopposed and shall provide the name and mailing address for returning the fee to the candidate.</u> The treasurer or director of finance promptly shall return the fee to the candidate. All other primary fees paid a county or city treasurer or director of finance shall be paid or placed to the credit of the fund of the county or city out of which the expenses of the primary were paid by the county or city.	D	10/29/19	
24.2-527	<u>It shall be the duty of the chairman or chairmen of the several committees of the respective parties to furnish the name of any candidate for nomination for any office to be elected by the qualified voters of the Commonwealth at large or of a congressional district or of a General Assembly district to the <b>State Board</b>, and to furnish the name of any candidate for any other office to the <b>State Board</b> and to the general registrars charged with the duty of preparing and printing the primary ballots.</u>	D	10/29/19	
24.2-527	In furnishing the name of any such candidate, the chairman shall certify that a review of the filed candidate petitions found the required minimum number of signatures of qualified voters for that office to have been met. The chairman shall also certify the order and date and time of filing for purposes of printing the ballots as prescribed in § 24.2-528, provided that the <b>State Board</b> <u>shall determine the order and date and time of filing for candidates for United States Senator, Governor, Lieutenant Governor, and Attorney General for such purposes.</u> Each chairman shall comply with the provisions of this section not less than 70 days before the primary	D	10/29/19	
24.2-529	The primary ballots for the several parties taking part in a primary shall be composed, arranged, printed, delivered, and provided in the same manner as the general election ballots except that at the top of each official primary ballot shall be printed in plain black type the name of the political party and the words "Primary Election." The names of the candidates for various offices shall appear on the ballot in an order	B	10/29/19	

	determined by the priority of the time of filing for the office. <u>In the event two or more candidates file simultaneously, the order of filing shall then be determined by lot by the electoral board or the State Board</u> as in the case of a tie vote for the office. No write-in shall be permitted on ballots in Primary elections.			
24.2-532	As soon as the electoral board shall determine the persons who have received the highest number of votes for nomination to any such office, the secretary of the board shall immediately make out abstracts and certificates of the votes cast as provided in § 24.2-675 and <u>forward certified copies thereof to the State Board</u> . The secretary in addition shall place certified copies thereof in an envelope and forward them in person or by certified mail (i) for members of the House of Representatives of the United States, to the chairman of the congressional district committee, (ii) for members of the General Assembly, to the chairman of the Senate or House of Delegates district committee, and (iii) for county and city and district officers, to the chairman of the county or city. "Chairman" means the chairman of the political party under whose auspices the primary is held.	D	10/29/19	
24.2-532	<u>If the abstract of votes shall not have been received by the State Board</u> from any county or city within six days after any state primary election, the <b>Board shall dispatch a law-enforcement officer to obtain them</b> as provided in § 24.2-678.	D	10/29/19	
24.2-534	As soon as possible after receipt of the certified abstract and not later than fourteen days after the day of the election, the <b>State Board shall open and tabulate the returns</b> .	D	10/29/19	
24.2-534	<u>Upon completion of the tabulation the Board shall declare the nominee in the manner and form as it does in general elections</u> .	B	10/29/19	
24.2-536	<u>If more than one person qualifies, the party chairman shall promptly certify their names to the State Board and the appropriate electoral boards as having qualified under the provisions of this section. The electoral boards having charge of the printing of the official ballots for the primary election shall either...</u>	D	10/29/19	
24.2-537	If more than one person qualifies, <u>the party chairman shall promptly certify their names to the State Board</u> and the appropriate electoral boards as having qualified under the provisions of this section. The electoral boards having charge of the printing of the official ballots for the primary election shall either: ...	D	10/29/19	

24.2-538	The party chairman or chairmen shall promptly certify the names of every such <u>person to the State Board</u> and appropriate electoral boards as having qualified under the provisions of this section.	D	10/29/19	
24.2-542	<u>In elections for President and Vice-President of the United States, the appropriate chairman or secretary of each political party shall furnish to the State Board</u> by noon of the seventy-fourth day before the presidential election (i) <u>the names of the electors</u> selected by the party at its convention held for that purpose, together with the names of the political party and of the candidates for President and Vice- President for whom the electors are required to vote in the Electoral College and (ii) a copy of a subscribed and notarized oath by each elector stating that he will, if elected, cast his ballot for the candidates for President and Vice-President nominated by the party that selected the elector, or as the party may direct in the event of death, withdrawal or disqualification of the party nominee.	D	10/29/19	
24.2-543	A. A group of qualified voters, not constituting a political party as defined in § 24.2-101, may have the names of electors selected by them, including one elector residing in each congressional district and two from the Commonwealth at large, printed upon the official ballot to be used in the election of electors for President and Vice President by filing a petition pursuant to this section. <u>The petition shall be filed with the State Board</u> by noon of the seventy-fourth day before the presidential election. The petition shall be signed by at least 5,000 qualified voters and include signatures of at least 200 qualified voters from each congressional district. The petition shall be signed by petitioners on and after January 1 of the year of the presidential election only and contain the residence address of each petitioner. The signature of each petitioner shall be witnessed either by a person who is a constitutionally qualified candidate for President of the United States, who may witness his own petition, or by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition. Each such person circulating a petition who is not a legal resident of the Commonwealth shall sign a statement on the affidavit that he consents to the jurisdiction of the courts of Virginia in resolving any disputes concerning the circulation of petitions, or signatures contained therein, by that person. The signatures of qualified voters collected by a nonresident petition circulator who fails to sign such statement, or who later fails to appear or produce documents when properly served with a subpoena to do so, shall not be counted towards the minimum number of signatures required pursuant to this subsection.	D	6/21/2021	

24.2-543	The <b>State Board</b> may require proof that the petitioners meet these requirements before permitting use of a party name on the ballot. The party name shall not be identical with or substantially similar to the name of any political party qualifying under § 24.2-101 and then in existence.	D	10/29/19	
24.2-543	In the event of the death or withdrawal of a candidate for President or Vice President qualified to appear on the ballot by party name, that party may substitute the name of a different candidate before the <b>State Board</b> certifies to the county and city electoral boards the form of the official ballots.	D	10/29/19	
24.2-543	In the event that a group of qualified voters meets the requirements set forth in this section except that they cannot utilize a party name, the electors selected and the candidates for President and Vice President shall be identified and designated as "Independent" on the ballot. Substitution of a different candidate for Vice President may be made by the candidate for President before the <b>State Board</b> certifies to the county and city electoral boards the form of the official ballot.	D	10/29/19	
24.2-543	In the event of the death or disqualification of any person listed as an elector for candidates for President and Vice President on a petition filed pursuant to this section, the party or candidate for President, as applicable, may substitute the name of a different elector. Such substitution shall not invalidate any petition of qualified voters circulated with the name of the deceased or disqualified elector provided that <u>notice of the substitution is filed with the State Board by noon of the seventy-fourth day before the presidential election.</u>	D	10/29/19	
24.2-543	Notice of the substitution and the name of any substitute elector shall be submitted on a form prepared by the <b>State Board</b> .	D	10/29/19	
24.2-543	B. If the <b>State Board</b> determines that a candidate for President does not qualify to have his name appear on the ballot pursuant to this section by reason of the candidate's filed petition not containing the minimum number of signatures of qualified voters for the office sought, the candidate may appeal the determination to the <b>State Board</b> within seven calendar days of the issuance of the notice of disqualification.	D	10/29/19	



24.2-543	The notice of disqualification shall be sent by email or regular mail to the address on file for the candidate, and such notice shall be deemed sufficient.	D	10/29/19	
24.2-543	The <b>State Board</b> shall hear the appeal within three business days of its filing.	B	10/29/19	
24.2-543	The <b>State Board</b> shall develop procedures for the conduct of such an appeal. The consideration on appeal shall be limited to whether or not the signatures on the petitions that were filed were reasonably rejected according to the requirements of this title and the rules and procedures set forth by the <b>State Board</b> for checking petitions.	B	10/29/19	
24.2-543	Immediately after the conclusion of the appeal hearing, the <b>State Board</b> shall notify the candidate of its decision in writing. The decision on appeal shall be final and not subject to further appeal.	D	10/29/19	
24.2-544	B. The provisions of this title shall apply to the conduct of presidential year primaries including the time limits applicable to notices and candidate filing deadlines and the closing of registration records before the primary. The <b>State Board</b> shall provide a schedule for the notices and filing deadlines by the <u>August 1 prior to the March primary including a campaign finance disclosure report filing schedule</u> adjusted to reflect the differences between the June date for other primaries and the March date for the presidential primary, and primaries for the nomination of candidates for offices to be voted on at the general election date in May.	B	10/29/19	
24.2-545	A. The duly constituted authorities of the state political party shall have the right to determine the method by which the state party will select its delegates to the national convention to choose the party's nominees for President and Vice-President of the United States including a presidential primary or another method determined by the party. <u>The state chairman shall notify the <b>State Board</b></u> of the party's determination at least 90 days before the primary date. If the party has determined that it will hold a presidential primary, each registered voter of the Commonwealth shall be given an opportunity to participate in the presidential primary of the political party, as defined in § 24.2-101, subject to requirements determined by the political party for participation in its presidential primary.	D	10/29/19	

24.2-545	The requirements may include, but shall not be limited to, the signing of a pledge by the voter of his intention to support the party's candidate when offering to vote in the primary. <u>The requirements applicable to a party's primary shall be determined at least 90 days prior to the primary date and certified to, and approved by, the <b>State Board</b>.</u>	B	10/29/19	
24.2-545	B. Any person seeking the nomination of the national political party for the office of President of the United States, or any group organized in this Commonwealth on behalf of, and with the consent of such person, <u>may file with the <b>State Board</b> petitions</u> signed by at least 10,000 qualified voters, including at least 400 qualified voters from each congressional district in the Commonwealth, who attest that they intend to participate in the primary of the same political party as the candidate for whom the petitions are filed. <u>Such petitions shall be filed with the <b>State Board</b> by the primary filing deadline.</u>	D	10/29/19	
24.2-545	<u>The petitions shall be on a form prescribed by the <b>State Board</b></u> and shall be sealed in one or more containers to which is attached a written statement giving the name of the presidential candidate and the number of signatures on the petitions contained in the containers. Such person or group shall also attach a list of the names of persons who would be elected delegates and alternate delegates to the political party's national convention if the person wins the primary and the party has determined that its delegates will be selected pursuant to the primary. The slate of delegates and alternates shall comply with the rules of the national and state party.	D	10/29/19	
24.2-545	<u>The <b>State Board</b> shall transmit the material so filed to the state chairman of the party of the candidate immediately after the primary filing deadline.</u> The sealed containers containing the petitions for a candidate may be opened only by the state chairman of the party of the candidate.	D	10/29/19	
24.2-545	<u>The state chairman of the party shall, by the deadline set by the <b>State Board</b>,</u>	B	10/29/19	
24.2-545	<u>Furnish to the <b>State Board</b> the names of all candidates</u> who have satisfied the requirements of this section. In furnishing the name of each such candidate, the state chairman shall certify that a review of the filed candidate petitions found the required minimum number of signatures of qualified voters for that office to have been met. Whenever only one candidate for a party's nomination for President of the United States has met the requirements to have his name on the ballot, he will be declared the winner and no presidential primary for that party will be held.	D	10/29/19	

24.2-545	C. <u>The names of all candidates in the presidential primary of each political party shall appear on the ballot in an order determined by lot by the <b>State Board</b>.</u>	B	10/29/19	
24.2-545	D. The <b>State Board</b> shall certify the results of the presidential primary to the state chairman. If the party has determined that its delegates and alternates will be selected pursuant to the primary, the slate of delegates and alternates of the candidate receiving the most votes in the primary shall be deemed elected by the state party unless the party has determined another method for allocation of delegates and alternates. If the party has determined to use another method for selecting delegates and alternates, those delegates and alternates shall be bound to vote on the first ballot at the national convention for the candidate receiving the most votes in the primary unless that candidate releases those delegates and alternates from such vote.	B	10/29/19	
24.2-603.1	The <b>State Board</b> shall prescribe appropriate procedures to implement this section	D	10/29/19	
24.2-604.2	<u>If an emergency causes the dimensions of the prohibited area for a polling place to be perceived as increasing the risk of danger for persons outside the polling place, the electoral board may modify the distance requirements for the prohibited area, subject to the prior approval of the <b>State Board</b>.</u> For purposes of this section, an "emergency" includes a state of emergency declared by the Governor pursuant to Chapter 3.2 (§ 44-146.13 et seq.) of Title 44 or declared by the President of the United States.	D	10/29/19	
24.2-610	C. <u>The electoral board, general registrar, and officers of election shall comply with the requirements of this title and the instructions of the <b>State Board</b> to ensure that the pollbooks, ballots, voting equipment keys, and other materials and supplies required to conduct the election are delivered to the polling place before 6:00 a.m. on the day of the election and delivered to the proper official following the election.</u>	D	10/29/19	
24.2-611	A. <u>The following oath shall be on a form prescribed by the <b>State Board</b>, administered to all officers of election, and kept by the officers of election with the pollbook:</u>	D	10/29/19	

24.2-611	D. Any locality may expend its own funds to purchase electronic pollbooks that have been <u>approved for use in elections by the State Board.</u>	B	10/29/19	
24.2-611	E. In the event that the electronic pollbooks for a precinct fail to operate properly and no alternative voter list or pollbook is available, the officers of election, <b>in accordance with the instructions and materials approved by the State Board,</b> shall (i) maintain a written list of the persons voting and (ii) provide to each person voting a provisional ballot to be cast as provided in § <u>24.2-653.</u>	D	10/29/19	
24.2-613	A. <u>The ballots shall comply with the requirements of this title and the standards prescribed by the <b>State Board.</b></u>	B	10/29/19	
24.2-613	<u>For the purpose of this section, any Independent candidate may, by producing sufficient and appropriate evidence of nomination by a "recognized political party" to the <b>State Board,</b> have the term "Independent" on the ballot converted to that of a "recognized political party" on the ballot and be treated on the ballot in a manner consistent with the candidates nominated by political parties.</u> For the purpose of this section, a "recognized political party" is defined as an organization that, for at least six months preceding the filing of its nominee for the office, has had in continual existence a state central committee composed of registered voters residing in each congressional district of the Commonwealth, a party plan and bylaws, and a duly elected state chairman and secretary. A letter from the state chairman of a recognized political party certifying that a candidate is the nominee of that party and also signed by such candidate accepting that nomination shall constitute sufficient and appropriate evidence of nomination by a recognized political party. The name of the political party, the name of the "recognized political party," or term "Independent" may be shown by an initial or abbreviation to meet ballot requirements.	D	10/29/19	
24.2-613	C. Except as provided for primary elections, <u>the State Board shall determine by lot the order of the political parties,</u> and the names of all candidates for a particular office shall appear together in the order determined for their parties. In an election district in which more than one person is nominated by one political party for the same office, the candidates' names shall appear alphabetically in their party groups under the name of the office, with sufficient space between party groups to indicate them as such. For the purpose of this section, except as provided for presidential elections in § <u>24.2-614,</u> "recognized political parties" shall be treated as a class; the order of the recognized political parties within the class shall be determined by lot by the State Board; and the	B	10/29/19	

	class shall follow the political parties as defined by § <u>24.2-101</u> and precede the independent class. Independent candidates shall be treated as a class under "Independent", and their names shall be placed on the ballot after the political parties and recognized political parties. Where there is more than one independent candidate for an office, their names shall appear on the ballot in an order determined by the priority of time of filing for the office. In the event two or more candidates file simultaneously, the order of filing shall then be determined by lot by the electoral board as in the case of a tie vote for the office.			
24.2-613	D. In preparing the printed ballots for general, special, and primary elections, <u>the State Board</u> and general registrars shall cause to be printed in not less than 10-point type, immediately below the title of any office, a statement of the number of candidates for whom votes may be cast for that office. For any office to which only one candidate can be elected, the following language shall be used: "Vote for only one." For any office to which more than one candidate can be elected, the following language shall be used: "Vote for not more than ____."	D	10/29/19	
24.2-613	F. Any locality that uses machine-readable ballots at one or more precincts, including any central absentee precinct, may, with the approval of the State Board, use a printed reproduction of the machine-readable ballot in lieu of the official machine-readable ballot. Such reproductions shall be printed and otherwise handled in accordance with all laws and procedures that apply to official paper ballots.	D	10/29/19	
24.2-614	As soon as practicable after the seventy-fourth day before the presidential election, <u>the State Board shall certify</u> to the general registrar of each county and city the form of official ballot for the presidential election which shall be uniform throughout the Commonwealth. Each general registrar shall have the official ballot printed at least 45 days preceding the election.	D	10/29/19	
24.2-614	<u>Groups of petitioners qualifying for a party name under § 24.2-543 shall be treated as a class; the order of the groups shall be determined by lot by the State Board;</u> and the groups shall immediately precede the independent class on the ballot. The names of the candidates within the independent class shall be listed alphabetically.	B	10/29/19	
24.2-625.1	The general registrar and the State Board shall provide the electoral board assistance, upon request.	D	10/29/19	

24.2-625.1	D. The electoral board of each county and city that utilizes electronic voting systems shall develop and annually update written plans and procedures to ensure the security and integrity of its electronic voting systems. <u>The general registrar and the State Board shall provide the electoral board assistance, upon request.</u>	D	10/29/19	
24.2-626 (eff. 07/01/2020)	A. <u>The governing body of each county and city shall provide for the use of electronic voting systems, of a kind approved by the <b>State Board</b>, at every precinct and for all elections held in the county, the city, or any part of the county or city.</u>	B	10/29/19	2017: SBE decertifies DREs making current 24.2-626 obsolete.
24.2-626	Each county and city governing body shall purchase, lease, lease purchase, or otherwise acquire such systems and may provide for the payment therefore in the manner it deems proper. <u>Systems of different kinds may be adopted for use and be used in different precincts of the same county or city, or within a precinct or precincts in a county or city, subject to the approval of the <b>State Board</b>.</u>	D	10/29/19	
24.2-627	C. For purposes of applying this section, a general registrar may exclude persons voting absentee in his calculations, and if he does so shall send to the Department a statement of the number of voting systems to be used in each precinct. <u>If the <b>State Board</b> finds that the number of voting systems is not sufficient, it may direct the general registrar to use more voting systems.</u>	D	10/29/19	
24.2-629	A. <u>Any person, firm, or corporation hereinafter referred to as the "vendor," manufacturing, owning, or offering for sale any electronic voting or counting system and ballots designed to be used with such equipment may apply to the <b>State Board</b>,</u>	D	10/29/19	
24.2-629	<u>In the manner prescribed by the <b>Board</b>, to have examined a production model of such equipment and the ballots used with it.</u>	B	10/29/19	
24.2-629	The <b>Board</b> <u>may require the vendor to pay a reasonable application fee</u> when he files his request for testing or certification of new or upgraded voting equipment	B	10/29/19	
24.2-629	<u>Receipts from such fees shall be credited to the <b>Board</b> for reimbursement of testing and certification expenses.</u>	D	10/29/19	

24.2-629	In addition to any other materials that may be required, <u>a current statement of the financial status of the vendor, including any assets and liabilities, shall be filed with the Board</u> ; if the vendor is not the manufacturer of the equipment for which application is made, such a statement shall also be filed for the manufacturer. These statements shall be exempt from the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). <u>The Board shall require, at a site of its choosing, a demonstration of such equipment and ballots and may require that a production model of the system and a supply of ballots</u>	B	10/29/19	
24.2-629	be provided to the <b>Board</b> for testing purposes.	D	10/29/19	
24.2-629	<b>The Board</b> shall also require the vendor to provide documentation of the <u>practices recommended by the vendor to ensure the optimum security and functionality of the system.</u>	B	10/29/19	
24.2-629	<p>B. <b>The Board</b> may approve <u>any kind of electronic voting system that meets the following requirements:</u></p> <ol style="list-style-type: none"> <li>1. It shall provide clear instructions for voters on how to mark or select their choice and cast that vote.</li> <li>2. It shall provide facilities for voting for all offices at any election and on as many questions as may be submitted at any election.</li> <li>3. It shall be capable of processing ballots for all parties holding a primary election on the same day, but programmable in such a way that an individual ballot cast by a voter is limited to the party primary election in which the voter chooses to participate.</li> <li>4. It shall require votes for presidential and vice presidential electors to be cast for the presidential and vice presidential electors of one party by one operation. The ballot shall contain the words "Electors for" preceded by the name of the party or other authorized designation and followed by the names of the candidates for the offices of President and Vice President.</li> <li>5. It shall enable the voter to cast votes for as many persons for an office as lawfully permitted, but no more. It shall prevent the voter from casting a vote for the same person more than once for the same office. However, ballot scanner machines shall not be required to prevent a voter from voting for a greater number of candidates than he is lawfully entitled to.</li> </ol>	B	10/29/19	

	<p>6. It shall enable the voter to cast a vote on any question on which he is lawfully permitted to vote, but no other.</p> <p>7. It shall provide the voter with an opportunity to correct any error before a ballot is cast.</p> <p>8. It shall correctly register or record and accurately count all votes cast for candidates and on questions.</p> <p>9. It shall be provided with a "protective counter," whereby any operation of the machine before or after the election will be detected.</p> <p>10. It shall be provided with a counter that at all times during an election shall show how many persons have voted.</p> <p>11. It shall ensure voting in absolute secrecy. Ballot scanner machines shall provide for the secrecy of the ballot and a method to conceal the voted ballot.</p> <p>12. It shall be programmable to allow ballots to be separated when necessary.</p> <p>13. Ballot scanner machines shall report, if possible, the number of ballots on which a voter under voted or over voted.</p>			
24.2-629	<p>C. After its examination of the equipment, ballots, and other materials submitted by the vendors, <u>the Board shall prepare and file in its office a report of its finding as to (i) the apparent capability of such equipment to accurately count, register, and report votes; (ii) whether the system can be conveniently used without undue confusion to the voter; (iii) its accessibility to voters with disabilities; (iv) whether the system can be safely used without undue potential for fraud; (v) the ease of its operation and transportation by voting equipment custodians and officers of election; (vi) the financial stability of the vendor and manufacturer; (vii) whether the system meets the requirements of this title; (viii) whether the system meets federal requirements;</u></p>	D	10/29/19	
24.2-629	<p>(ix) Whether issues of reliability and security identified with the system by other state governments have been adequately addressed by the vendor; and (x) whether, in the opinion of <b>the Board</b>, the potential for approval of such system is such as to justify further examination and testing.</p>	B	10/29/19	
24.2-629	<p>D. If the <b>Board</b> determines that there is such potential and prior to its final determination as to <u>approval or disapproval of such system, the Board shall obtain a report by an independent electronics or engineering consultant as to (i) whether the system accurately counts, registers, and reports votes; (ii) whether it is capable of storing and retaining existing votes in a permanent memory in the event of power failure during and after the election; (iii) the number of separate memory capabilities for the storage of recorded votes; (iv) its mechanical and electronic perfections and</u></p>	D	10/29/19	



	imperfections; (v) the audit trail provided by the system; (vi) the anticipated frequency of repair; (vii) the ease of repair; (viii) the anticipated life of the equipment;(ix) its potential for fraudulent use; (x) its accessibility to voters with disabilities; (xi) the ease of its programming, transportation, and operation by voting equipment custodians and officers of election;			
24.2-629	And (xii) any other matters deemed necessary by the <b>Board</b> .	B	10/29/19	Board delegated authority to obtain report but retained authority to determine "any other matters deemed necessary by the Board.
24.2-629	<u>The report of the consultant shall be filed in the office of the <b>Board</b>.</u>	D	10/29/19	
24.2-629	E. In preparing the reports cited in subsections C and D, <u>the <b>Board</b> shall require, as a condition of certification, that the system is comprehensively examined by individuals including at least one expert in election management and one in computer system security. <b>The Board</b> shall develop, in conjunction with the above listed individuals, a specific set of items to be examined and tested as part of the certification process to further elaborate on the requirements identified in this section.</u>	B	10/29/19	
24.2-629	F. <u>If the <b>Board</b> determines that there is potential for approval of the system and prior to its final determination, the Board shall also require that the system be tested in an actual election in one or more counties or cities. Its use at such election shall be as valid for all purposes as if it had been legally approved by the Board and adopted by the counties or cities.</u>	B	10/29/19	
24.2-629	G. <u>If, following testing, the <b>Board</b> approves any voting system and its ballots for use,</u>	B	10/29/19	
24.2-629	<u>The <b>Board</b> shall so notify the electoral boards of each county and city. Systems so approved may be adopted for use at elections as herein provided. No form of electronic system and ballots not so approved shall be adopted by any county or city.</u>	D	10/29/19	

24.2-629	<u>Any electronic system and ballots approved for use by the <b>Board</b> shall be deemed to meet the requirements of this title and any applicable federal laws, and their use in any election shall be valid.</u>	B	10/29/19	
24.2-629	<u>I. <b>The Board</b> shall have the authority to investigate, at its discretion, any voting system certified in Virginia to ensure that it continues to meet the standards outlined in subsections C and D.</u>	B	10/29/19	
24.2-629	<u><b>The Board</b> may, at its discretion, decertify any voting system based on significant problems detected with the voting system in Virginia or on reports provided by federal authorities or other state election officials.</u>	B	10/29/19	
24.2-630	<u>With the approval of the <b>State Board</b>, the governing body of any county, city, or town may provide for the experimental use at an election in one or more election districts or precincts of a voting or counting system which it might legally adopt without a formal adoption thereof, and its use at such election shall be valid for all purposes.</u>	B	10/29/19	
24.2-631	<u>The <b>State Board</b> is authorized to approve the experimental use of voting or counting systems and ballots for the purpose of casting and counting absentee ballots in one or more counties and cities designated by the <b>Board</b> (i) that have established central absentee voter election districts</u>	B	10/29/19	
4.2-631	<u>and (ii) whose electoral board submits to the <b>Board</b> for approval a plan for the use of such system and ballots.</u>	D	10/29/19	
24.2-631	<u>The <b>Board</b> is also authorized to approve the experimental use of voting or counting systems and ballots in one or more precincts in any county or city whose electoral board</u>	B	10/29/19	
24.2-631	<u>Submits to the <b>Board</b> for approval a plan for such use. The use of such systems and ballots at an election shall be valid for all purposes.</u>	D	10/29/19	

24.2-632	A. For the purpose of programming and preparing voting and counting equipment, including the programming of any electronic activation devices or data storage media used to program or operate the equipment, and maintaining, testing, calibrating, and delivering it, the electoral board shall employ one or more persons, to be known as custodians of voting equipment. The custodians shall be fully competent, thoroughly instructed, and sworn to perform their duties honestly and faithfully, and for such purpose shall be appointed and instructed at least 30 days before each election. <u>With the approval of the <b>State Board</b>, the electoral board may contract with the voting equipment vendor or another contractor for the purpose of programming, preparing and maintaining the voting equipment.</u>	D	10/29/19	
24.2-643	A voter who does not show one of the forms of identification specified in this subsection and does not sign this statement shall be offered a provisional ballot under the provisions of § <u>24.2-653</u> . The <b>State Board</b> of Elections <u>shall provide an ID-ONLY provisional ballot envelope that requires no follow-up action by the registrar or electoral board other than matching submitted identification documents from the voter for the electoral board to make a determination on whether to count the ballot.</u>	D	6/21/2021	
24.2-643	If the voter's name is found on the pollbook, if he presents one of the forms of identification listed above, if he is qualified to vote in the election, and if no objection is made, <u>an officer shall enter, opposite the voter's name on the pollbook, the first or next consecutive number from the voter count form provided by the <b>State Board</b></u> , or shall enter that the voter has voted if the pollbook is in electronic form; an officer shall provide the voter with the official ballot; and another officer shall admit him to the voting booth.	D	10/29/19	
24.2-643	C. If the current residence address stated by the voter is different from the address shown on the pollbook, the officer of election <u>shall furnish the voter with a change of address form prescribed by the <b>State Board</b></u> . Upon its completion, the voter shall sign the prescribed form, subject to felony penalties for making false statements pursuant to § 24.2-1016, which the officer of election shall then place in an envelope provided for such forms for transmission to the general registrar who shall then transfer or cancel the registration of such voter pursuant to Chapter 4 (§ 24.2-400 et seq.) of this title.	D	10/29/19	
24.2-643	D. At the time the voter is asked his full name and current residence address, the officer of election shall ask any voter for whom the pollbook indicates that an identification number other than a social security number is recorded on the Virginia voter registration system if he presently has a social security number. If the voter is able to provide his social security number, <u>he shall be furnished with a voter</u>	B	10/29/19	

	registration form prescribed by the <b>State Board</b> to update his registration information. Upon its completion, the form shall be placed by the officer of election in an envelope provided for such forms for transmission to the general registrar. Any social security numbers so provided shall be entered by the general registrar in the voter's record on the voter registration system.			
24.2-644	The declaration of intent shall be <u>on a form prescribed by the <b>State Board</b></u> and shall include a list of presidential electors pledged to those candidates which equals the whole number of senators and representatives to which the Commonwealth at that time is entitled in the Congress of the United States. A write-in vote cast for candidates for President and Vice-President, or for a candidate for President only, shall be counted for the individual electors listed on the declaration of intent as pledged to those candidates.	D	10/29/19	
24.2-649	The officer shall immediately return to the polling place and shall deposit a paper ballot in the ballot container in accordance with § <u>24.2-646</u> or a machine-readable ballot in the ballot scanner machine in accordance with the instructions of the State Board.	D	10/29/19	
24.2-649	The officer of election or other person so designated shall not enter the booth with the voter unless (i) the voter signs a request stating that he requires assistance by reason of physical disability or inability to read or write and (ii) the officer of election or other person signs a statement that he is not the voter's employer or an agent of that employer, or an officer or agent of the voter's union, and that he will act in accordance with the requirements of this section. <u>The request and statement shall be on a single form furnished by the <b>State Board</b>.</u> If the voter is unable to sign the request, his own mark acknowledged by him before an officer of election shall be sufficient signature. If the voter being assisted is blind, neither the request nor the statement shall be required to be signed and an officer of election shall advise the voter and person assisting the voter of the requirements of this section and record the name of the voter and the name and address of the person assisting him	D	10/29/19	
24.2-649	<u>If a printed ballot is used, the officer or other person so designated shall deposit the ballot in the ballot container in accordance with § 24.2-646 or in the ballot scanner machine in accordance with the instructions of the State Board.</u>	D	10/29/19	
24.2-649.1	(a) The machine number, (b) the time that the machine was removed and the time that it was returned, (c) the number on the machine's public counter before the machine was removed and the number on the same counter when it was returned, (d) the names of the voters who used the machine while it was removed <u>provided that secrecy of the ballot is maintained in accordance with guidance from the <b>State Board</b></u> , and the name	D	6/22/2021	

	or names of the officer or officers who accompanied the machine shall be recorded on the statement of results.			
24.2-649.1	The officer shall immediately return to the polling place and shall deposit a paper ballot in the ballot container in accordance with § 24.2-646 or a machine-readable ballot in the ballot scanner machine in accordance <u>with the instructions of the State Board.</u>	D	6/22/2021	
24.2-651	The individual making the challenge shall complete and sign the following statement on a form provided by the State Board:	D	10/29/19	
24.2-651	When the voter has signed the statement and is permitted to vote, the officers of election shall mark his name on the pollbook with the first or next consecutive number from the voter count form, or shall enter that the voter has voted if the pollbook is in electronic form, <u>and shall indicate on the pollbook that he has signed the required statement in accordance with the instructions of the State Board.</u>	D	10/29/19	
24.2-651.1	The State Board of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots.	D	10/29/19	
24.2-652	When the voter has signed the statement and is permitted to vote, the officers of election shall mark his name on the pollbook with the next consecutive number from the voter count form, or shall enter that the voter has voted if the pollbook is in electronic form, and <u>shall indicate on the pollbook that he has signed the required statement in accordance with the instructions of the State Board.</u>	D	10/29/19	
24.2-652	B. If the general registrar is not available or cannot state that the person is registered to vote, such person shall be allowed to vote by provisional ballot pursuant to § 24.2-653. The officers of election shall provide to him an application for registration. The <b>State Board of Elections</b> <u>shall provide instructions to the electoral boards for the handling and counting of such provisional ballots.</u>	D	6/21/2021	
24.2-653	<u>The officers of election shall enter the appropriate information for the person precinct provisional ballot log in accordance with the instructions of the State Board</u> but shall not enter a consecutive number for the voter nor otherwise mark his name as having voted.	D	10/29/19	

24.2-653.1	B. Such person shall be given a printed ballot and be permitted to vote the provisional ballot in accordance with the provisions of § <u>24.2-653</u> and the instructions of the State Board.	D	10/29/19	
24.2-653.1	The electoral board shall process the ballot in accordance with the provisions of § <u>24.2-653</u> and the instructions of the State Board.	D	10/29/19	
24.2-654	<u>In ascertaining the vote, the officers of election shall complete a statement of results in duplicate on the form and in the manner prescribed by the <b>State Board</b>.</u>	D	10/29/19	
24.2-659	F. The voting systems described in subsections A, B, C, and D shall remain locked and sealed until the deadline to request a recount under Chapter 8 (§ <u>24.2-800</u> et seq.) has passed and, if any contest or recount is pending thereafter, until it has been concluded. <u>Such machines and any envelope containing data storage devices shall be opened and all data examined only (i) on the order of a court of competent jurisdiction or (ii) on the request of an authorized representative of <b>the State Board</b>, or the electoral board or general registrar at the direction of <b>the State Board</b>, in order to ensure the accuracy of the returns. In the event that machines and data storage devices are examined under clause (ii), each political party and each independent candidate on the ballot, or each primary candidate, shall be entitled to have a representative present during such examination. The representatives and observers lawfully present shall be prohibited from interfering with the officers of election in any way. <b>The State Board</b>, local electoral board, or general registrar shall provide such parties and candidates reasonable advance notice of the examination.</u>	D	10/29/19	
24.2-666	<u>The State Board shall prescribe appropriate forms and procedures for use by the local electoral boards, general registrars, and officers of election to account for all paper ballots, used and unused.</u>	D	10/29/19	
24.2-668	A. After ascertaining the results and before adjourning, the officers shall put the pollbooks, the duplicate statements of results, and any printed inspection and return sheets <u>in the envelopes provided by the <b>State Board</b></u> . The officers shall seal the envelopes and direct them to the clerk of the circuit court for the county or city. The pollbooks, statements, and sheets thus sealed and directed, the sealed counted ballots envelope or container, and the unused, defaced, spoiled and set aside ballots properly accounted for, packaged and sealed, shall be conveyed by one of the officers to be determined by lot, if they cannot otherwise agree, to the clerk of court by noon on the day following the election.	D	10/29/19	

24.2-668	The clerk shall retain custody of the pollbooks until the time has expired for initiating a recount, contest, or other proceeding in which the pollbooks may be needed as evidence and there is no proceeding pending. After that time the clerk shall deliver the pollbooks to <u>the general registrar who shall return the pollbooks or transfer a copy of the electronic data to the <b>State Board</b></u> as directed by § 24.2-114 for voting credit purposes.	D	10/29/19	
24.2-668	After the pollbooks are returned by the <b>State Board</b> , the general registrar shall retain the pollbooks in his principal office for two years from the date of the election. The clerk shall retain the statement of results and any printed inspection and return sheets for two years and may then destroy them.	D	10/29/19	
24.2-668	C. If an electronic pollbook is used, the data disc or cartridge containing the electronic records of the election, or, alternately, a printed copy of the pollbook records of those who voted, shall be transmitted, sealed and retained as required by this section, and otherwise treated as the pollbook for that election for all purposes subsequent to the election. Nothing in this title shall be construed to require that the equipment or software used to produce the electronic pollbook be sealed or retained along with the pollbook, <u>provided that the records for the election have been transferred or printed according to the instructions of the <b>State Board</b>.</u>	D	10/29/19	
24.2-669	The clerk to whom the counted and uncounted ballots are delivered shall, without breaking the seal, deposit them in a secure place in his office, where they shall be kept for the time required by this section. <u>He shall not allow the ballots to be inspected except (i) by an authorized representative of the <b>State Board</b></u>	D	10/29/19	
24.2-669	or by the electoral board at the direction of the <b>State Board</b> to ensure the accuracy of <u>the returns or the purity of the election,</u> (ii) by the officers of election, and then only at the direction of the electoral board in accordance with § 24.2-672 when the provisions of § 24.2-662 have not been followed, or (iii) on the order of a court before which there is pending a proceeding for a contest or recount under Chapter 8 (§ 24.2-800 et seq.) of this title or before whom there is then pending a proceeding in which the ballots are necessary for use in evidence, , or (iv) for the purpose of conducting an audit as part of a post-election pilot program pursuant to § 24.2-671.1. In the event that ballots are inspected under clause (i), (ii), or (iv) of this paragraph, each political party and each independent candidate on the ballot, or each primary candidate, shall be entitled to have a representative present during such inspection. The representatives and observers lawfully present shall be prohibited from interfering with the officers of election in any way. <u>The <b>State Board</b> or local electoral board shall provide such parties and candidates reasonable advance notice of the inspection.</u>	D	10/29/19	

24.2-671	Beginning with the general election in November 2007, a report of any changes made by the local electoral board to the unofficial results ascertained by the officers of election or any subsequent change to the official abstract of votes made by the local electoral board shall be <u>forwarded to the State Board of Elections and the explanation of such change shall be posted on the State Board website.</u>	D	10/29/19	
24.2-673.1	C. The <b>State Board</b> <u>may promulgate regulations for the proper and efficient administration of elections determined by ranked choice voting, including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section.</u>	B	6/22/21	
24.2-673.1	D. The <b>State Board</b> <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting ranked choice voting pursuant to this section.</u>	B	6/22/21	
24.2-674	If, prior to a recount, any two or more persons have an equal number of votes and a higher number than any other person for member of the General Assembly or of the Congress of the United States, or if any two or more persons have an equal number of votes and a higher number than any other person for elector of President and Vice President of the United States, the <b>State Board of Elections</b> <u>shall proceed publicly to determine by lot which of them shall be declared elected.</u> Reasonable notice shall be given to such candidates of the time when such elections shall be so determined; and if they, or either of them, shall fail to appear in accordance with such notice, the <b>Board</b> shall proceed so as to determine the election in their absence.	B	6/22/2021	
24.2-675	The abstracts shall be certified and signed by the electoral board, attested by the secretary, and retained by the electoral board as part of its records. <u>A copy of each, certified under the official seal of the electoral board, shall immediately be mailed or delivered by hand to the State Board.</u>	D	10/29/19	
24.2-675	The <b>State Board</b> shall require the electoral board of any county or city to correct any <u>errors found on such abstracts prior to completing the requirements of § 24.2-679.</u>	D	10/29/19	
24.2-677	The <b>State Board</b> , <u>on receipt of the certified abstracts of the votes given in the several counties and cities, shall open the abstracts and record and carefully preserve them.</u>	D	10/29/19	



24.2-678	<u>If the <b>State Board</b> has not received the abstracts of votes from any county or city within seven days after any election, it shall dispatch a law-enforcement officer to obtain a copy of the abstract from the official having charge thereof.</u>	D	10/29/19	
24.2-678	That official shall immediately, on demand of the officer, make out and deliver to him the copy required, and <u>the officer shall deliver the abstract to the <b>State Board</b> without delay.</u>	D	10/29/19	
24.2-679	A. The <b>State Board</b> <u>shall meet on the third Monday in November to ascertain the results of the November election.</u> If a majority of the <b>Board</b> is not present or if, for any other reason, the Board is unable to ascertain the results on that day, the meeting shall stand adjourned from day to day for not more than three days until a quorum is present and the Board has ascertained the results as provided in this section.	B	10/29/19	
24.2-679	The <b>Board</b> <u>shall examine the certified abstracts on file in its office and make statements of the whole number of votes given at any such election</u> for members of the General Assembly, Governor, Lieutenant Governor and Attorney General, members of the United States Congress and electors of President and Vice-President of the United States, and any officer shared by more than one county or city, or any combination thereof, or for so many of such officers as have been voted for at the election.	B	10/29/19	
24.2-679	The statement shall show, for each office and each county, city, and election district, the whole number of votes given to each candidate and to any other person elected to office. The <b>Board</b> <u>members shall certify the statements to be correct and sign the statements.</u>	B	10/29/19	
24.2-679	The <b>Board</b> <u>shall then determine those persons who received the greatest number of votes and have been duly elected to each office.</u>	B	10/29/19	
24.2-679	The <b>Board</b> <u>members shall endorse and subscribe on such statements a certificate of their determination.</u>	B	10/29/19	
24.2-679	The <b>Board</b> <u>shall record each certified statement and determination in a suitable book to be kept by it in its office.</u>	D	10/29/19	
24.2-679	B. The <b>State Board</b> <u>shall meet as soon as possible after it receives the returns for any special election held at a time other than the November general election to ascertain the results of the special election in the manner prescribed in subsection A.</u> If the returns have not been received within seven days of the election, the <b>Board</b> shall meet and adjourn from day to day until it receives the returns, ascertains the results, and makes its determination.	B	10/29/19	

24.2-680	Subject to the requirements of § 24.2-922, the <b>State Board</b> shall without delay <u>complete and transmit to each of the persons declared to be elected a certificate of his election, certified by it under its seal of office.</u>	B D	10/29/19	Board to complete certificates and Department to transmit certificates.
24.2-680	<u>In the election of a member of the United States Congress, it shall also forward a certificate of election to the clerk of the United States Senate or House of Representatives, as appropriate.</u>	D	10/29/19	
24.2-680	<u>The names of members elected to the General Assembly shall be certified by the <b>State Board</b> to the clerk of the House of Delegates or Senate, as appropriate.</u>	B	10/29/19	
24.2-680	<u>The names of the persons elected Governor, Lieutenant Governor, and Attorney General shall be certified by the <b>State Board</b> to the clerks of the House of Delegates and Senate.</u>	B	10/29/19	
24.2-680	<u>The name of any officer shared by more than one county or city, or any combination thereof, shall be certified by the <b>State Board</b> to the clerk of the circuit court having jurisdiction in each affected county or city.</u>	B	10/29/19	
24.2-680	<u>The names of the persons elected to soil and water conservation districts shall be certified by the <b>State Board</b> to the Director of the Department of Conservation and Recreation.</u>	B	10/29/19	
24.2-701	<u>Electronic absentee ballot applications shall be in a form approved by the <b>State Board</b>.</u>	B	10/29/19	
24.2-701	B. The <b>State Board</b> of Elections <u>shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to subsection B of § 24.2-653 and this section.</u>	B	10/29/19	Board approved Procedures on 4/26/05
24.2-701.1	The State Board shall provide instructions to the general registrar for the handling and counting of such provisional ballots pursuant to subsection B of § <u>24.2-653</u> and this section.	B	10/29/19	

24.2-701.2	C. The <b>State Board</b> shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the acts.	D	6/21/2021	
24.2-701.2	F. If an emergency makes a voter satellite office unusable or inaccessible, the electoral board or the general registrar shall provide an alternative voter satellite office, subject to the approval of the <b>State Board</b> , and shall give notice of the change in the location of the voter satellite office	D	6/21/2021	
24.2-703	The general registrar shall retain the application and process the applicant's request for an absentee ballot for each election in accordance with procedures established by the <b>State Board</b> . The applicant shall specify by party designation the primary ballots he is requesting.	D	10/29/19	
24.2-703.1	A. Any registered voter shall be eligible to file a special application to receive absentee ballots for all elections in which he is eligible to vote. Such application shall be on a form approved by the <b>State Board</b> . The absentee ballots sent to a voter on the permanent absentee voter list shall be sent to the address in the voter's registration record, except as provided in subdivision C 1.	B	6/21/2021	
24.2-703.1	B. In accordance with procedures established by the State Board, the general registrar shall retain the application, enroll the applicant on a permanent absentee voter list, and process the applicant's request for an absentee ballot for each succeeding election. The applicant shall specify by party designation the primary ballots he is requesting.	D	6/21/2021	
24.2-703.1	C. <b>The State Board</b> shall prescribe the process by which a voter on the permanent absentee voter list may: (1) Request that his absentee ballot for (i) a single election or (ii) a primary election and the following general election be sent to an address other than the address on his voter registration record. (2) Request a primary ballot for a political party other than the one he specified on his application for permanent absentee voter status for a single primary election. (3) Change his political party selection for all succeeding primary elections.	B	6/21/2021	
24.2-703.2	The voter and representative shall complete the form prescribed by the <b>State Board</b> to implement the provisions of this section. The form shall include a statement signed by the voter that he did not receive the ballot or has lost the ballot. Statements on the form shall be subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	

24.2-704	<u>On receipt of an application from an applicant marked to indicate he will require assistance, the general registrar shall deliver, with the items required by § 24.2-706, the voter assistance form furnished by the State Board pursuant to § 24.2-649.</u>	D	10/29/19	
24.2-705	The application shall be on a form prescribed by the State Board and shall require the applicant (i) to state the cause of his incapacity, (ii) to state that he is unable to be present at the polls on election day, and that he was either incapacitated on or after the seventh day preceding the election or hospitalized on or after the fourteenth day preceding the election and unable to request the application earlier than the seventh day preceding the election, (iii) to designate a representative to receive, deliver and return the ballot, and (iv) to provide other information required by law for an absentee ballot application.	B	10/29/19	
15.2-705.1	C. The <b>State Board</b> <u>may promulgate regulations for the proper and efficient administration of elections determined by instant runoff voting, including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and for offices to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section</u>	B	6/22/2021	
15.2-705.1	D. The <b>State Board</b> <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting instant runoff voting pursuant to this section.</u>	B	6/22/2021	
24.2-706	The <b>State Board</b> of Elections may prescribe by regulation the format of the email address used for transmitting ballots to eligible voters. A general registrar may also use electronic transmission facilities provided by the Federal Voting Assistance Program. The voted ballot shall be returned to the general registrar as otherwise required by this chapter.	B	10/29/19	
24.2-706	2. That the <b>State Board of Elections</b> shall <u>promulgate regulations to implement the provisions of this act to be effective within 60 days of its enactment.</u> Such regulations shall include processes that ensure secure and timely delivery of voter information to contractors and reports of mailed absentee ballots from contractors.	B	6/22/2021	
24.2-709	C. <u>Notwithstanding the provisions of subsection A, any absentee ballot (i) received after the close of the polls on any election day, (ii) received before 5:00 p.m. on the second business day before the <b>State Board</b> meets to ascertain the results of the election pursuant to this title, (iii) requested on or before but not sent by the deadline for making absentee ballots available under § 24.2-612, and (iv) cast by a covered voter, as defined in § 24.2-452, shall be counted pursuant to the procedures set forth</u>	B	6/22/2021	

	<u>in this chapter if the voter is found entitled to vote.</u>			
24.2-709	<u>The electoral board shall prepare an amended certified abstract, which shall include the results of such ballots, and shall deliver such abstract to the <b>State Board</b> by the business day prior to its meeting pursuant to this title, and shall deliver a copy of such abstract to the general registrar to be available for inspection when his office is open for business.</u>	D	10/29/19	
24.2-710	On the day before the election, the general registrar shall (i) <u>make out in triplicate on a form prescribed by the <b>State Board</b></u> the absentee voter applicant list containing the names of all persons who applied for an absentee ballot through the third day before the election and (ii) by noon on the day before the election, deliver two copies of the list to the electoral board. The general registrar shall make out a supplementary list containing the names of all persons voting absentee in person or applying to vote absentee pursuant to § 24.2-705 for delivery by 5:00 p.m. on the day before the election. <u>The supplementary list shall be deemed part of the absentee voter applicant list and shall be prepared and delivered in accordance with the instructions of the <b>State Board</b>.</u> The general registrar shall maintain one copy of the list in his office for two years as a public record open for inspection upon request during regular office hours.	D	6/22/2021	
24.2-710	Upon request, the <b>State Board</b> shall provide an electronic copy of the absentee voter applicant list to any political party or candidate. Such lists shall be used only for campaign and political purposes. In no event shall any list furnished under this section contain (i) any voter's social security number or any part thereof, (ii) any voter's day and month of birth, or (iii) the residence address of any voter who has provided a post office box address to be used on public lists pursuant to § 24.2-418.	D	10/29/19	
24.2-711	Before the polls open, the officers of election at each precinct shall mark, for each person on the absentee voter applicant list, the letters "AB" (meaning absentee ballot) in the voting record column on the pollbook. The pollbook may be so marked prior to election day by the general registrar, the secretary of the electoral board, or staff under the direction of the general registrar or the secretary, or when the pollbook is produced by the <b>State Board</b> pursuant to § 24.2-404. If the pollbook has been marked prior to election day, before the polls open the officers of election at each precinct shall check the marks for accuracy and make any additions or corrections required.	D	10/29/19	

24.2-711.1	The electoral board of each county and city shall send a written explanation of the reason for rejection of an absentee ballot to the voter whose absentee ballot is rejected within ninety days of the date on which the ballot is rejected. <u>The State Board of Elections shall promulgate instructions to implement the provisions of this section.</u>	D	10/29/19	
24.2-800	B. When there is between any candidate apparently nominated or elected and any candidate apparently defeated a difference of not more than one percent of the total vote cast for the two such candidates <u>as determined by the State Board</u> or the electoral board, the defeated candidate may appeal from the determination of the <b>State Board</b> or the electoral board for a recount of the vote as set forth in this article. When there is between any write-in candidate apparently nominated or elected and any candidate apparently defeated, or between any candidate apparently nominated or elected and any write-in candidate apparently defeated, a difference of not more than five percent of the total vote cast for the two such candidates <u>as determined by the State Board</u> or the electoral board, the defeated candidate may appeal <u>from the determination of the State Board</u> or the electoral board for a recount of the vote as set forth in this article. In an election of electors for the President and Vice President of the United States, the presidential candidate shall represent the vice presidential candidate and slate of electors and be the party to the recount for purposes of this article.	B		
24.2-801.1	Presidential candidates who anticipate the possibility of asking for a recount are encouraged to so <u>notify the State Board</u> by letter as soon as possible after election day.	D	10/29/19	
24.2-801.1	If any presidential candidate is eligible to seek a recount of the results of the election for presidential electors under § 24.2-800 <u>the State Board shall</u> , within 24 hours of the certification of the results, <u>notify the Circuit Court of the City of Richmond and the Supreme Court of Virginia</u> (i) that a recount is possible, (ii) which presidential candidate is eligible to seek a recount, and (iii) of the date the results were certified.	D	10/29/19	
24.2-802	A. The <b>State Board of Elections</b> shall promulgate standards for (i) the proper <u>handling and security of voting systems, ballots, and other materials required for a recount</u> , (ii) <u>accurate counting of votes based upon objective evidence and taking into account the voting system and form of ballots approved for use in the</u>	B	6/21/2021	

	<u>Commonwealth, and (iii) any other matters that will promote a timely and accurate resolution of the recount.</u>			
24.2-802	B. <u>The <b>State Board</b> shall promulgate additional standards and instructions for the conduct of simultaneous recounts of two or more elections in a single election district.</u>	B		
24.2-802	B. After the full court is appointed under § 24.2-801 or § 24.2-801.1, it shall call a hearing at which all motions shall be disposed of and the rules of procedure shall be fixed finally. <u>The court shall call for the advice and cooperation of the Department, the <b>State Board</b>, or any local electoral board, as appropriate, and such boards or agency shall have the duty and authority to assist the court.</u> The court shall fix procedures that shall provide for the accurate determination of votes in the election.	D	10/29/19	
24.2-813	In deciding any contest of a primary election, if the court can determine the candidate who has received a plurality of valid votes in the primary, it shall certify the name of that candidate to the State Board and the proper electoral board or boards.	B	10/29/19	
24.2-813	In deciding any contest of a primary election, if the court can determine the candidate who has received a plurality of valid votes in the primary, <u>it shall certify the name of that candidate to the <b>State Board</b></u> and the proper electoral board or boards.	B	10/29/19	
24.2-900 through 24.2-944	<i>Repealed by Acts 2006. Everything moved to 24.2-945 through 959.1.</i>			<i>Added to list 3/2019</i>
24.2-945.2	B. Independent expenditure reports shall be due (i) within 24 hours of the time when the funds were expended or (ii) within 24 hours of the time when materials, as described in subsection A of this section, are published or broadcast to the public, whichever (i) or (ii) first occurs. <u>The reports shall be filed with the <b>State Board</b> if the funds were expended to support or oppose a candidate for statewide office or the <u>General Assembly</u> or with the general registrar of the county or city in which the candidate resides if the funds were expended to support or oppose a candidate for</u>	D	10/29/19	

	local office.			
24.2-945.2	C. Independent expenditure reports required by this section may be filed electronically pursuant to § 24.2-946.1 or in writing <u>on a form developed by the <b>State Board</b></u> . If the report is filed in writing, the report shall be (i) <u>received by the <b>State Board</b></u> or the general registrar, as appropriate, within 24 hours of the time when the funds were expended or (ii) <u>transmitted to the <b>State Board</b></u> or the general registrar, as appropriate, by telephonic transmission to a facsimile device within 24 hours of the time when the funds were expended with an original copy of the report <u>mailed to the <b>State Board</b></u> or the general registrar, as appropriate, and postmarked within 24 hours of the time when the funds were expended.	D	10/29/19	
24.2-946	A. <u>The <b>State Board</b> shall summarize the provisions of the election laws relating to the Campaign Finance Disclosure Act of 2006 and provide for distribution of this summary and prescribed forms</u> to each candidate, person, or committee on request or upon their first filing with the <b>State Board</b> pursuant to this chapter, whichever occurs first.	D	10/29/19	
24.2-946	B. <u>The <b>Board</b> shall designate the forms required for complying with this chapter</u> which shall be the only such forms used in complying with the provisions of this chapter.	D	10/29/19	
24.2-946	C <u>The <b>Board</b> shall provide, with the summary required by this section, instructions for persons filing reports pursuant to this chapter</u> to assist them in completing the reports. The instructions shall include directions for the reporting of filing fees for any party nomination method.	D	10/29/19	
24.2-946	D. <u>The <b>Board</b> shall provide instructions for candidates who seek election for successive terms in the same office</u> for the filing of reports within each appropriate election cycle for the office and for the aggregation of contributions within each election cycle.	D	10/29/19	
24.2-946	E. <u>The <b>Board</b> shall provide, with the summary required by this section,</u> to each candidate, person, or committee on request or upon their first filing with the <b>State Board</b> pursuant to this chapter, whichever occurs first, <u>a copy of a written explanation prepared by the Attorney General</u> of the provisions of the Act that prohibit the personal use of campaign funds.	D	10/29/19	



24.2-946.1	A. <u>The <b>State Board</b> of Elections shall review or cause to be developed and shall approve standards</u> for the preparation, production, and transmittal by computer or electronic means of the campaign finance reports required by this chapter.	B	10/29/19	
24.2-946.1	A ... <u>The <b>State Board</b> may prescribe the method of execution and certification of ...</u> electronically filed campaign finance reports required by this chapter in the office of the State Board or any local electoral board.	D	10/29/19	
24.2-946.1	A ... <u>The <b>State Board</b> may prescribe ...the procedures for receiving</u> electronically filed campaign finance reports required by this chapter in the office of the <b>State Board</b> or any local electoral board.	D	10/29/19	
24.2-946.1	A ... <u>The <b>State Board</b> may provide campaign finance report-creation software to</u> filers without charge or at a reasonable cost.	D	10/29/19	
24.2-946.1	B. <u>The <b>State Board</b> shall accept any campaign finance report filed</u> by candidates for the General Assembly and statewide office by computer or electronic means in accordance with the standards approved by the <b>Board</b> and using software meeting standards approved by it.	D	10/29/19	
24.2-946.1	B. ... This information <u>shall be made available to the public promptly by the <b>Board</b></u> through the Internet.	D	10/29/19	
24.2-946.1	C. <u>The <b>State Board of Elections</b> shall develop and implement a centralized system to accept reports</u> from any candidate for local or constitutional office. Such reports shall be filed in accordance with, and using software that meets, standards approved by the <b>State Board</b> .	B	10/29/19	
24.2-946.1	C. ... <u>The <b>State Board</b> shall promptly notify the general registrar</u> of the locality in which a candidate resides and make the information contained in the report available to the general registrar.	D	10/29/19	
24.2-946.1	C. ... In the case of a former candidate who is no longer seeking election but has not yet filed a final report as required by § 24.2-948.4, <u>the <b>State Board</b> shall promptly notify the general registrar</u> of the locality in which he sought office and make the information contained in the report available to such general registrar.	D	10/29/19	

24.2-946.1	D. The <b>State Board</b> shall enter or cause to be entered into a campaign finance database, available to the public through the Internet, the information from required campaign finance reports filed by computer, electronic, or other means by candidates for the General Assembly and statewide office.	D	10/29/19	
24.2-946.1	E. Other campaign finance reports required by this chapter to be filed by a committee with the <b>State Board</b> or a general registrar, or both, may be filed electronically on terms agreed to by the committee and the <b>Board</b> .	D	10/29/19	
24.2-946.2	A ... Upon request from an individual granted protected voter status under the provisions of subsection B of § 24.2-418, the <b>State Board</b> shall replace the individual's residence address in copies of campaign finance reports available to the public with the individual's alternative mailing address found in the Virginia voter registration system.	D	10/29/19	
24.2-946.2	B. The following applies to campaign finance reports filed by candidate campaign committees: 2. The <b>State Board</b> shall file and preserve as part of its records the reports required to be filed with it by this chapter for at least one year after the final report is filed, or through the next general election for the office to which they pertain, whichever is later; or in the case of a candidate who has not filed a final report and seeks election to the same office in a successive election, through the next general election for the office to which they pertain. Thereafter, the <b>State Board</b> shall forward the reports it preserves to The Library of Virginia for preservation under the Virginia Public Records Act (§ 42.1-76 et seq.).	D	10/29/19	
24.2-946.2	C. The following applies to campaign finance reports filed by political committees: 2. The <b>State Board</b> shall file and preserve as part of its records the reports required to be filed with it by this chapter for at least four years after the reporting deadline or one year after the final report is filed. Thereafter, the <b>State Board</b> shall forward the reports it preserves to The Library of Virginia for preservation under the Virginia Public Records Act (§ 42.1-76 et seq.).	D	10/29/19	
24.2-946.3	A. It shall be the duty of the <b>State Board</b> to report any violation of the provisions of this chapter to the appropriate attorney for the Commonwealth. The <b>State Board</b> shall report to the attorney for the Commonwealth of the City of Richmond in the case of reporting requirements for campaign committees for statewide office and to the attorney for the Commonwealth of the county or city of the residence of a candidate for the General Assembly. For political committees, the <b>State Board</b> shall report the violation to the attorney for the Commonwealth of the City of Richmond. If all the officers of a political committee are residents of one county or city as shown on the statement of organization required by this chapter, the <b>State Board</b> shall report	D	10/29/19	

	violations for that political committee to the attorney for the Commonwealth of that county or city.			
24.2-946.3	C. In order to fulfill the duty to report violations pursuant to subsections A and B, <u>the Board shall establish and implement a system for receiving, cataloging, and reviewing reports filed pursuant to the provisions of this chapter and for verifying that reports are complete and submitted on time.</u> As part of the system referred to in this subsection, the general registrar for each county and city shall be required, in accordance with instructions provided by the <b>Board</b> , to receive, catalog, and review the reports filed with the general registrar and to verify that the reports are complete and submitted on time.	D	10/29/19	
24.2-946.3	D. <u>The State Board</u> , and the general registrar in accordance with the instructions of the State Board, (i) shall assess and collect the civil penalties provided in Article 8 (§ 24.2-953 et seq.) and (ii) if unable to collect the penalty, shall report the violation to the appropriate attorney for the Commonwealth for enforcement.	D	10/29/19	
24.2-946.3	E. <u>The State Board</u> , or the general registrar in accordance with the instructions of the State Board, shall notify, no later than 21 days after the report due date, any person submitting an incomplete report of the need for additional information. <u>The State Board</u> , or the general registrar in accordance with the instructions of the State Board, may request additional information to correct obvious mathematical errors and to fulfill the requirements for information on the reports.	D	10/29/19	
24.2-946.3	F. Upon notice of a violation of this chapter, <u>the State Board</u> or the general registrar shall within 90 days of the report deadline notify the appropriate attorney for the Commonwealth, who shall initiate civil proceedings to enforce the civil penalties assessed by the <b>State Board</b> or the general registrar as provided herein. Any civil penalties collected pursuant to action by the <b>State Board</b> shall be payable to the State Treasurer for deposit to the general fund, and any civil penalties collected pursuant to action by a general registrar shall be payable to the treasurer of the locality for deposit to its general fund.	B	10/29/19	
24.2-946.3	G. In the case of any political committee that is required to file a statement of organization pursuant to this chapter, <u>the State Board shall be authorized to waive a penalty</u> that has been assessed if the filer demonstrates that there exists good cause to waive the penalty.	B	10/29/19	

24.2-946.3	H. <b>The State Board</b> shall notify the public through its official Internet website of any violation based on the failure to file a required report by a candidate for statewide office or the General Assembly and the identity of the violator.	D	10/29/19	
24.2-946.3	I. <b>The State Board</b> shall determine the schedule of civil penalties required to be followed by its staff and general registrars in assessing penalties under this chapter. No election official or staff may waive or reduce such penalties, except as provided in 24.2-946.4.	B	10/29/19	
24.2-946.4	A. <b>The State Board</b> shall provide instructions to filers for delivery of campaign finance reports within the time periods prescribed by law.	D	10/29/19	
24.2-946.4	B. Notwithstanding any other provision of law, any candidate or treasurer required to file a report pursuant to this chapter shall be entitled to a 72-hour extension of the filing deadline if his spouse, parent, grandparent, child, grandchild, or sibling died within the 72 hours before the deadline. <b>The State Board</b> or the general registrar shall be authorized to grant an extension of the filing deadline for a period not to exceed five days for good cause shown by the filer and found by the Board or registrar sufficient to justify the granting of the extension.	D	10/29/19	
24.2-946.4	E. <b>The State Board</b> shall have authority to extend any deadline applicable to reports required to be filed by computer or electronic means in the event of a failure of the computer or electronic filing system that prevents timely filing. The extension shall not exceed a period of up to five days after restoration of the filing system to operating order.	D	10/29/19	
24.2-946.4	F. <b>The State Board</b> shall have authority also to grant extensions as provided in §§ 24.2-503 and 24.2-948.3.	B	10/29/19	
24.2-946.5	A. <b>The State Board</b> or the general registrar of any county or city may close the file of any candidate campaign committee or political committee required to file with it provided the committee and the Board or registrar cannot locate either the candidate or his campaign treasurer, or in the case of any political committee, the Board or registrar cannot locate the treasurer or custodian of the books of the committee. A candidate campaign committee file shall not be closed if the candidate has filed a report with the Board or registrar for any campaign for any office within the prior five years. A political committee file shall not be closed if the committee has filed a report within the prior five years.	B	10/29/19	

24.2-946.5	B. Once the committee's file has been closed, no more reports will be due and no additional penalties for failure to file will accrue. However, if the whereabouts of the candidate or his campaign treasurer, or in the case of any political committee, the treasurer or custodian of the books of the committee, later becomes known to <u>the Board</u> or registrar, it <u>may reopen the file and send notice to the candidate</u> , or in the case of any political committee, the treasurer or custodian of the books of the committee, requesting that he file the appropriate reports and pay any penalties that were levied before the file was closed by it.	B	10/29/19	
24.2-947.1	A. Any single contribution of \$1,000 or more for a statewide office or the General Assembly knowingly received or reported by the candidate or his treasurer on behalf of his candidacy during the period beginning January 1 and ending on the day immediately before the first day of a regular session of the General Assembly shall be reported as provided in § 24.2-947.5, and the <u>report shall be received by the State Board</u> not later than January 15.	D	6/22/2021	
24.2-947.1	B. <u>Candidates for statewide office shall file the statement with the State Board.</u> <u>Candidates for the General Assembly shall file the statement with the State Board</u> and a copy of the statement with the general registrar of the locality of the candidate's residence. <u>Candidates for local or constitutional office shall file the statement with the general registrar and, if the statement indicates that the candidate committee will be filing electronically, a copy with the State Board.</u>	D	10/29/19	
24.2-947.1	D. In the case of any candidate who seeks election for successive terms in the same office, the statement of organization filed by the candidate shall continue in effect for such successive elections, but the <u>candidate shall file notice of any changes in the information provided on the form within 10 days of the change with the State Board</u> , local electoral board, or both, as appropriate.	D	10/29/19	
24.2-947.3	B. In the event of the death, resignation, removal, or change of the treasurer, <u>the candidate shall designate a successor and file the name and address of the successor within 10 days of the change with the State Board</u> , general registrar, or both, as provided in subsection B of 24.2-947.1.	D	10/29/19	
24.2-947.3:1	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any one federal political action committee or out-of-state political committee, <u>the candidate campaign committee shall</u> (i) request the federal political action committees or out-of-state political committee's State Board of Elections registration number from the committee and (ii) <u>verify that number with the State Board.</u>	D	10/29/19	

24.2-947.4	A. The reports required by this article shall be filed on a form prescribed by the <b>State Board</b> and shall include all financial activity of the campaign committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-947.4	F. The <b>State Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.	D	10/29/19	
24.2-947.5	A. Candidates for statewide office and for the General Assembly shall file the reports required by this article by computer or electronic means in accordance with the standards approved by the State Board.	D	10/29/19	
24.2-947.5	B. Candidates for local or constitutional office in any locality shall file reports required by this article with the <b>State Board</b> by computer or electronic means in accordance with the standards approved by the <b>State Board</b> and shall not be required to file reports with the general registrar of the locality in which the candidate resides. Required to file reports with the general registrar of the locality in which the candidate resides.	D	6/22/2021	
24.2-947.5	E. Any report that may be filed with the State Board by mail shall be (i) received by the State Board by the deadline for filing the report or (ii) transmitted to the State Board by telephonic transmission to a facsimile device by the deadline for filing the report with an original copy of the report mailed to the State Board and postmarked by the deadline for filing the report.	D	10/29/19	
24.2-947.9	B. Except as provided in subsection C, any single contribution of \$5,000 or more for a statewide office, \$1,000 or more for the General Assembly, or \$500 or more for any other office, knowingly received or reported by the candidate or his treasurer on behalf of his candidacy on and after the eleventh day preceding (i) a primary and before the primary date, (ii) a general election and before the general election date, or (iii) any other election in which the individual is a candidate and before the election day, shall be reported in writing as provided in 24.2-947.4 and 24.2-947.5 or electronically pursuant to 24.2-946.1, and the report shall be received by the State Board or general registrar, as appropriate, by 11:59 p.m. on the following day or for a contribution received on a Saturday by 11:59 p.m. on the following Monday.	D	10/29/19	

24.2-948.1	A ... The request for an exemption shall be filed with the general registrar of the county or city where the candidate resides <u>on a form prescribed by the <b>State Board</b></u> and in accordance with <u>instructions by the <b>State Board</b></u> for the time for filing and the process for approval by the general registrar.	D	10/29/19	
24.2-948.1	D. A candidate who has a current exemption under the provisions of this section, or who is otherwise exempt from reporting contributions and expenditures under this chapter, <u>may purchase voter lists from the <b>State Board</b></u> under the provisions of §§ <u>24.2-405</u> and <u>24.2-406</u> with a check drawn on the candidate's personal account.	D	10/29/19	
24.2-948.3	A ... For the purposes of this section, the candidate shall be presumed to have complied with the candidate disclosure reporting requirements unless (i) <u>the <b>State Board</b></u> or general registrar, whichever is appropriate, <u>has notified the candidate, at least 60 days prior to the applicable deadline for him to file his written statement of qualification</u> set out in § 24.2-503, that he has failed to file a required report or reports and (ii) the candidate fails to file the specified report or reports by the applicable deadline for filing his written statement of qualification.	D	10/29/19	
24.2-948.3	B. <u>The authority of the <b>State Board</b> to grant an extension</u> of the deadline established in § <u>24.2-503</u> shall include the authority to grant such extension with respect to the requirements of this section.	B	10/29/19	
24.2-949.2	A. Except as provided in subsection B or C, <u>each political action committee</u> that anticipates receiving contributions or making expenditures in excess of \$200 in a calendar year <u>shall file with the <b>State Board</b> a statement of organization</u> within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of \$200 or on which it otherwise becomes subject to the provisions of this chapter. Any change in information previously submitted in a statement of organization shall be reported to the State Board within 10 days following the change.	D	10/29/19	
24.2-949.2	A ... <u>The <b>State Board</b> shall not register or issue a registration number to any political action committee that fails</u> to state pursuant to subdivision 3 that its primary purpose is to influence the outcome of nonfederal elections in Virginia.	D	10/29/19	
24.2-949.2	C. ... The State Board shall be required to provide a link from its Internet website to the federal political action committee's electronically displayed Federal Election Commission campaign finance disclosure reports.	D	10/29/19	

24.2-949.5	A. <u>The reports required by this article shall be filed on a form prescribed by the <b>State Board</b> and shall include all financial activity of the political action committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.</u>	D	10/29/19	
24.2-949.5	G. <u>The <b>State Board</b> shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	
24.2-949.6	A. <u>Political action committees shall file the prescribed campaign finance reports with the <b>State Board</b> in accordance with the applicable provisions of this section.</u>	D	10/29/19	
24.2-949.6	D. ... After September 30, or after the date a political action committee has filed its statement of organization if the political action committee has filed its statement of organization on or after October 1, and until the November election day, <u>the political action committee shall report any single contribution of \$500 or more to the <b>State Board</b> in writing or electronically pursuant to § 24.2-946.1, and the report shall be received by the <b>State Board</b> by 11:59 p.m. on the following day, or for a contribution received on a Saturday, by 11:59 p.m. on the following Monday.</u>	D	10/29/19	
24.2-949.7	In addition to the quarterly reports required by § 24.2-949.6, political action committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the <b>State Board</b> and shall be filed in writing or electronically in the same manner as the political action committee files its quarterly disclosure reports.</u>	D	10/29/19	
24.2-949.8	A. <u>Political action committees required to file reports by this article shall file all statements and campaign finance reports with the <b>State Board</b>.</u>	D	10/29/19	
24.2-949.8	B. <u>A political action committee that is required by this chapter to file reports with the <b>State Board</b>, and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the <b>State Board</b> by computer or electronic means in accordance with the standards approved by the <b>State Board</b> until such time as the political action committee files a final report.</u>	D	10/29/19	



24.2-949.8	C. For political action committees that are not subject to the provisions of subsection B, any report required to be filed with the State Board shall be deemed to be filed by the deadline for the report if it is mailed and postmarked not later than the deadline for filing the report.	D	10/29/19	
24.2-949.8	B. ... <u>Any political action committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State Board,</u> to exempt the committee from the electronic filing requirement for the calendar year.	D	10/29/19	
24.2-949.9	A. <u>Any political action committee that, after having filed a statement of organization, disbands or determines it will no longer receive contributions or make expenditures during the calendar year in an aggregate amount exceeding \$200 shall so notify the State Board.</u>	D	10/29/19	
24.2-949.9:1	D. On the same day that an <u>out-of-state political committee submits its statement of organization to the State Board,</u> (i) it shall file a list of each contributor who has contributed to the committee \$2,500 or more in the aggregate between the immediately preceding January 1 and the date on which the statement of organization is filed with the contributor's name, address, occupation, employer, and place of business and the dates and amounts of the contributor's contributions during the period covered by the report; and (ii) it shall file a report of the contributions it has made to candidate campaign committees or political committees registered with the <b>State Board</b> between the immediately preceding January 1 and the date on which the statement of organization is filed.	D	10/29/19	
24.2-949.9:2	B. After the committee has met the requirements of § <u>24.2-949.9:1</u> and upon making any contribution to a candidate campaign committee or political committee registered in Virginia, <u>the committee shall report its contributions and contributors in accordance with subsection C to the State Board of Elections</u> by computer or electronic means as prescribed in § <u>24.2-946.1</u> .	D	10/29/19	
24.2-949.9:3	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any other out-of-state political committee, an <u>out-of-state political committee shall (i) request its State Board of Elections registration number from that other out-of-state political committee and (ii) verify that number with the State Board.</u>	D	10/29/19	
24.2-949.9:4	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any one federal political action committee or out-of-state political committee, <u>a political committee shall (i) request the federal political action committee's or out-of-state political committee's State Board of Elections</u>	D	10/29/19	

	registration number from the committee and (ii) verify that number with the <b>State Board</b> .			
24.2-950.2	Except as provided in § 24.2-950.1, each <u>political party committee that anticipates receiving contributions or making expenditures in excess of \$200 in a calendar year shall file with the <b>State Board</b> a statement of organization</u> within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of \$200 or on which it otherwise becomes subject to the provisions of this article. <u>Any change in information previously submitted in a statement of organization shall be reported to the <b>State Board</b></u> within 10 days following the change.	D	10/29/19	
24.2-950.4	A. <u>The reports required by this article shall be filed on a form prescribed by the <b>State Board</b></u> and shall include all financial activity of the political party committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-950.4	G. <u>The <b>State Board</b> shall provide for a "no activity" report</u> that may be filed for any reporting period in which the filer has no activity to report.	D	10/29/19	
24.2-950.7	In addition to the quarterly reports required by § 24.2-950.6, political party committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the <b>State Board</b></u> and shall be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.	D	10/29/19	
24.2-950.8	A ... <u>Any political party committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the <b>State Board</b>,</u> to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.	D	10/29/19	
24.2-950.8	C. Other political party committees required to file reports by this article shall file all campaign finance reports with the State Board, if filing by electronic means, or with	D	10/29/19	

	the State Board and the general registrar for its jurisdiction if filing campaign finance reports by nonelectronic means.			
24.2-950.9	A. <u>Any political party committee that</u> , after having filed a statement of organization, disbands or determines it will no longer receive contributions or make expenditures during the calendar year in an aggregate amount exceeding \$200 <u>shall so notify the State Board.</u>	D	10/29/19	
24.2-951.1	A. <u>Any referendum committee subject to the provisions of this article shall file with the State Board</u> a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of the pertinent amounts stated in the definition of referendum committee in § <u>24.2-945.1. Any change in information previously submitted in a statement of organization shall be reported to the State Board</u> within 10 days following the change.	D	10/29/19	
24.2-951.3	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board</u> and shall include all financial activity of the referendum committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § <u>24.2-946.1</u> . Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § <u>24.2-1016</u> .	D	10/29/19	
24.2-951.3	F. <u>The State Board shall provide for a "no activity" report</u> that may be filed for any reporting period in which the filer has no activity to report.	D	10/29/19	
24.2-951.7	In addition to the reports required by §§ <u>24.2-951.4, 24.2-951.5 and 24.2-951.6</u> , referendum committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the State Board</u> and shall be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.	D	10/29/19	
24.2-951.8	A. <u>Referendum committees required to file statements or reports by this article shall file all reports with the State Board.</u>	D	10/29/19	

24.2-951.8	B. A referendum committee that is required by this chapter to file reports with the State Board, and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State Board by computer or electronic means in accordance with the standards approved by the State Board until such time as the referendum committee files a final report or until subject to the provisions of subsection B of § 24.2-951.1.	D	10/29/19	
24.2-951.8	C. <u>Any referendum committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State Board,</u> to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.	D	10/29/19	
24.2-951.9	A. <u>Any referendum committee that disbands after having filed a statement of organization shall so notify the State Board.</u>	D	10/29/19	
24.2-952.1	Each inaugural committee shall file with the <b>State Board</b> a statement of organization within 10 days after its organization. Any change in information previously submitted in a statement of organization shall be reported to the State Board within 10 days following the change.	D	10/29/19	
24.2-952.3	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board</u> and shall include all financial activity of the inaugural committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-952.3	F. <u>The State Board shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	
24.2-952.5	In addition to the reports required by § 24.2-952.4, inaugural committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the State Board</u> and shall be filed in writing or electronically in the same manner as the committee files its quarterly disclosure reports.	D	10/29/19	

24.2-952.6	A. <u>Inaugural committees required to file reports by this chapter shall file all campaign finance reports with the <b>State Board</b>.</u>	D	10/29/19	
24.2-952.6	B. <u>An inaugural committee that is required by this chapter to file reports with the <b>State Board</b>, and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the <b>State Board</b> by computer or electronic means in accordance with the standards approved by the State Board until such time as the committee files a final report.</u>	D	10/29/19	
24.2-952.6	C. <u>Any inaugural committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the <b>State Board</b>, to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.</u>	D	10/29/19	
24.2-952.7	A. <u>Any inaugural committee that, after having filed a statement of organization, disbands shall so notify the <b>State Board</b>.</u>	D	10/29/19	
24.2-953	D. In the case of a willful violation, the violator shall be guilty of a Class 1 misdemeanor. There shall be a rebuttable presumption that the violation of this chapter was willful if the violation is based on a person's failure to file a report required by this chapter and his failure to file continues for more than 60 days following his actual receipt of written notice of his failure to file sent to him by certified mail, return receipt requested, by the State Board or a general registrar. Such notice shall be sent to the most recent mailing address provided by the candidate or committee.	B	10/29/19	
24.2-953.3	G. <u>The <b>State Board</b> shall notify the public through its official Internet website of a failure to file a complete report by a candidate for statewide office or the General Assembly and the identity of the violator following the date for compliance established pursuant to this section.</u>	D	10/29/19	
24.2-953.4	C. If the report or information required to complete the report is not filed within the seven-day period, the Commissioner shall assess against the candidate and treasurer, who shall be jointly and severally liable, a civil penalty of \$500 for each day that the violation continues on and after the eighth day following the date of mailing the written notice. The Commissioner may grant an additional period for compliance, not	D	10/29/19	

	to exceed two weeks, for good cause shown and in response to a request filed within the seven-day period. However, no additional period shall be granted for compliance with the requirement under subdivision A 8 of § <u>24.2-947.6</u> to file a report not later than the eighth day before the election. <u>The State Board shall notify the public through its official Internet website of the violation and identity of the violator.</u>			
24.2-953.5	C. <u>The State Board of Elections shall institute proceedings pursuant to § 24.2-104 against any committee that fails to comply with the provisions of § 24.2-947.3:1, 24.2-949.2, 24.2-949.9:1, 24.2-949.9:2, 24.2-949.9:3, or 24.2-949.9:4 and, after notice by the State Board, continues for more than five days to remain noncompliant.</u>	B	10/29/19	
24.2-955.3	D. <u>The State Board, in a public hearing, shall determine whether to find a violation of this chapter and to assess a civil penalty.</u>	B	10/29/19	
24.2-955.3	D. ... At least 10 days prior to such hearing, <u>the State Board shall send notice by certified mail to persons whose actions will be reviewed at such meeting and may be subject to civil penalty. Notice shall include the time and date of the meeting, an explanation of the violation, and the maximum civil penalty that may be assessed.</u>	D	10/29/19	
24.2-956.1	5. (Effective until January 1, 2024) Any disclosure statement required by this section shall be displayed in a conspicuous manner in a minimum font size of seven point. <u>The State Board of Elections shall promulgate standards for meeting the requirements of this subdivision.</u>	B	6/22/2021	
24.2-959.1	<u>The person making the telephone call shall disclose the following identifying information: the name of the political committee if the calls are authorized by that committee or an agent of that committee; and in the case of a committee that has filed a statement of organization under Chapter 9.3 (§ 24.2-945 et seq.), the full name of the committee and a registration number provided by the State Board; or in any other case, the full name and residence address of the individual responsible for the campaign telephone calls.</u>	D	10/29/19	
24.2-959.1	<u>The person making the telephone call shall disclose the following identifying information: the name of the political committee if the calls are authorized by that committee or an agent of that committee; and in the case of a committee that has filed a statement of organization under Chapter 9.3 (§ 24.2-945 et seq.), the full name of the committee and a registration number provided by the State Board; or in any other case, the full name and residence address of the individual responsible for the campaign telephone calls.</u>	D	10/29/19	

10.1-528	The expenses of such elections shall be paid by the counties or cities concerned. <u>The State Board of Elections shall publish, or have published within the district, the results of the election.</u>	D	10/29/19	
15.2-705.1	C. The <b>State Board</b> <u>may promulgate regulations for the proper and efficient administration of elections determined by instant runoff voting, including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and for offices to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section</u>	B	6/21/2021	
15.2-705.1	D. The <b>State Board</b> <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting instant runoff voting pursuant to this section.</u>	B	6/21/2021	
30-19.9	When a proposed amendment is to be submitted to the people for their approval and ratification pursuant to Article XII, Section 1 of the Constitution of Virginia and § 30-19, <u>the State Board of Elections shall cause to be printed and distributed</u> to the general registrar of each county and city, not less than ninety days prior to the election, copies of an explanation of such amendment to be placed at each registration site in sufficient number to provide a copy to any interested person, and to election officials to be posted at the polling places on the day of the election. <u>The State Board shall post the explanation</u> on its site on the Internet. <u>It also shall cause such explanation to be published</u> by paid advertisement in each daily newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district, once during the week preceding the final day for	D	10/29/19	

	registration and once during the week preceding the election at which the proposed amendment is to be presented to the people.			
30-19.10	Whenever a statewide referendum on a matter other than a constitutional amendment is submitted to the voters by the General Assembly, <u>the <b>State Board of Elections</b> shall cause to be printed and distributed</u> to the general registrar of each county and city, not less than ninety days prior to the election, copies of information about the referendum to be placed at each registration site in sufficient number to provide a copy to any interested person, and to election officials to be posted at the polling places on the day of the election. <u>The <b>State Board</b> of Elections also shall cause the information to be published</u> by paid advertisement in each daily newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district, once during the week preceding the final day for registration and once during the week preceding the referendum.	D	10/29/19	
30-19.10	<u>The <b>State Board</b> of Elections also shall cause the explanation to be published by paid advertisement in each daily newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district, once during the week preceding the final day for registration and once during the week preceding the referendum.</u>	D	10/29/19	
30-19.9	When a proposed amendment is to be submitted to the people for their approval and ratification pursuant to Article XII, Section 1 of the Constitution of Virginia and § 30-19, the <b>State Board</b> of Elections shall cause to be printed and distributed to the <u>general registrar of each county and city, not less than ninety days prior to the election, copies of an explanation of such amendment to be placed at each registration site in sufficient number to provide a copy to any interested person, and to election officials to be posted at the polling places on the day of the election.</u>	D	10/29/19	
30.19.9	<u>The <b>State Board</b> shall post the explanation on its site on the Internet. It also shall cause such explanation to be published by paid advertisement in each daily newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district, once during the week preceding the final day for registration and once during the week preceding the election at which the proposed amendment is to be presented to the people.</u>	D	10/29/19	







★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Officer of Elections Training

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BOARD WORKING PAPERS  
Ashley Coles  
ELECT Policy Analyst



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** SBE Policy 2021-002; Officer of Election Training Standards and Materials

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**Suggested Motion**

“I move that the Board approve the Department’s proposed changes to the training standards and training materials for officers of election.”

**Background**

Pursuant to the Code of Virginia § 24.2-103(D), the State Board of Elections (“Board”) is required to set the training standards for the officers of election and to develop standardized training programs to be conducted by the local electoral boards and the general registrars. The Board is also required to provide standardized training materials for such training and an online course must be available on the Department of Elections (“ELECT”) website. The Board is required to review the standardized training materials and the content of the online training course every two years in the year immediately following a general election for federal office.

**Statutory Authority:**

§ 24.2-103

**Attachments and References**

- Amended SBE Policy 2021-002 Officers of Election Training Standards
- Online Officers of Election Training Materials and Quizzes

**Recommendation of Staff**

Staff recommends the Board adopt the amended training standards and accompanying materials for officers of election as presented.

**VIRGINIA STATE BOARD OF ELECTIONS  
 MINIMUM TRAINING STANDARDS FOR OFFICERS OF ELECTION  
 TRAINING MATERIALS TO BE DEVELOPED BY  
 THE DEPARTMENT OF ELECTIONS**

PURSUANT TO §24.2-103.

These standards are based on the premise that the Department of Elections is best suited to provide appropriate training on those subjects that are uniform statewide. The subjects listed here tend to be applicable to all localities statewide, (e.g. provisional ballot processing.) The State Board of Elections believes that the Department of Elections is best positioned to provide uniform training for all Officers of Election on the following:

<b>STANDARD</b>	<b>CODE REFERENCE</b>
<p>To ensure uniformity in elections, the Department of Elections shall maintain the current “What If” document and “Election Day Guide”, and develop an appropriate training standard based upon them, excluding operational training on specific voting equipment or electronic pollbooks which may vary by locality.</p>	<p>§ 24.2-103</p>
<p>The Department of Elections shall provide appropriate overview training for Chief and Assistant Chief officers on reacting to emergency situations. This shall cover basics, with specifics left to each locality. Basic situations include disorderly voter, power disruption, traffic issues, earthquake, terrorist attack, etc. This should be presented from the perspective of the Commonwealth, with the locality also providing specific information in its mandatory standards.</p>	<p>§§ 24.2-604          24.2-606          24.2-607          24.2-608</p>

<p>The Department of Elections shall provide appropriate training on procedures to be followed when a provisional ballot is cast and when the polling hours are extended by order of a court of competent jurisdiction.</p>	<p>§§ 24.2-653 24.2-653.2</p>
<p>The Department of Elections shall provide appropriate training on voter ID requirements.</p>	<p>§ 24.2-643(B)</p>
<p>The Department of Elections shall provide appropriate training on polling place accessibility and proper interaction with disabled voters.</p>	<p>§ 24.2-626.1</p>

**VIRGINIA STATE BOARD OF ELECTIONS  
 MINIMUM TRAINING STANDARDS FOR OFFICERS OF ELECTION  
 TRAINING MATERIALS TO BE DEVELOPED BY  
 EACH LOCALITY**

PURSUANT TO §24.2-103.

These standards are based on the premise that local electoral boards and Directors of Election already have training programs in place for these subjects. These subjects tend to be locality-specific, (e.g. voting systems — which vary by locality). The State Board of Elections believes that each locality is best positioned to train its Officers of Election on these subjects, dependent upon circumstances in the locality.

<b>STANDARD</b>	<b>CODE REFERENCE</b>
<p>To ensure integrity and purity in elections, each electoral board and director of elections shall provide appropriate training as indicated below, on subjects that are specific to the locality. The training, when combined with Standards developed by the Department of Elections, shall be sufficient to produce an effective, error-free election. The electoral board and director of elections shall review its training program at least every two years.</p>	<p>§ 24.2-103</p>
<p>Each electoral board and director of elections shall ensure that all chief officers and assistant chief officers receive training prior to each election, in those procedures associated with determining and properly securing the results of the election, with concentration on those laws and procedures that are new.</p>	<p>§§ 24.2-115.2          24.2-654 – 24.2-668</p>

<p>Each electoral board and director of elections shall ensure that all officers of election are properly trained on the use of the voting equipment utilized in the locality, including the vote counter(s) and the handicap-accessible voting assistance machine.</p>	<p>§§ 24.2-625 – 24.2-642 Voting Equipment Guidelines</p>
<p>Each electoral board and director of elections shall ensure that all officers of election are properly trained on the use of the electronic (or paper) pollbook utilized in their locality.</p>	<p>§§ 24.2-611 24.2-643 24.2-651 – 24.2-653 EPB Operational Guidelines</p>
<p>Each electoral board and director of elections shall ensure that the officers of election working in a Central Absentee Precinct are properly trained in the requirements and processes associated with absentee ballots.</p>	<p>§§ 24.2-707 – 24.2-712 Et.al.</p>
<p>Each electoral board and director of elections shall ensure training for Chief and Assistant Chief officers on reacting to emergency situations. This shall cover specifics, including contact with local jurisdiction's police or sheriff's department, and department of emergency services or public safety, to deal with disorderly voter, power disruption, traffic issues, earthquake, terrorist attack, etc.</p>	<p>§§ 24.2-604 24.2-606 24.2-607 24.2-608</p>
<p>Each electoral board and director of elections shall certify before the November general election to the Department of Elections that Officers of Election have been trained according to Department standards.</p>	<p>§ 24.2-103(D)</p>



# Introduction to Elections in Virginia

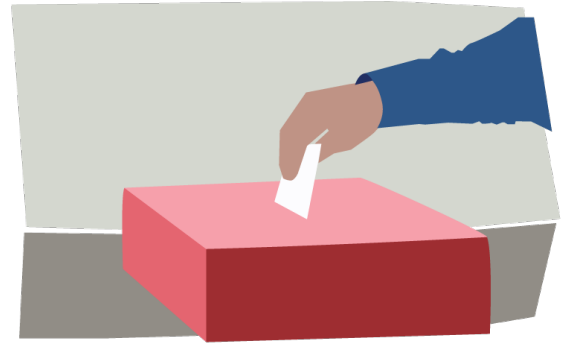
## Topics Covered:

- Election Administration
- Types of Elections

## Election Administration

**Local Administration of Elections** - Elections are administered at the local level in Virginia. Each county and independent city is considered a political 'locality' and administers its own elections. Localities administer elections through the:

- **Local Electoral Board** - The local electoral board has overarching responsibility to administer elections for a county or city. It appoints both the general registrar and officers of election for the locality.
- **General Registrar's office** - The general registrar maintains an office in the locality, and performs most administrative duties, most notably, voter registration.
- **Officers of Election** - Officers of election work the polls on Election Day. These are the people voters see and interact with when voting.



**State Entities** - While elections are administered locally, two state bodies provide oversight and regulation:

- **The State Board of Elections** - The State Board of Elections is an administrative decision-making body for elections at the statewide level. Decisions made by the State Board can affect the conduct of elections statewide.
- **The Virginia Department of Elections** - The Department of Elections supervises and coordinates the work of local electoral boards. It also provides training and guidance to electoral board members and general registrars. The agency manages a centralized database of voter and election related information.

## Legal Requirements for Fair, Legal & Uniform Elections

Voter registration and elections must be administered in a fair, legal and uniform manner across the state. Localities must adhere to federal, state and local laws and regulations.

## Types of Elections in Virginia:

**General Elections** - General elections fill offices for elections regularly scheduled by law. Regularly scheduled elections include those for federal, state and local offices such as the U.S. Congress, statewide and local offices such as those of the Governor, State Senator, Sheriff, School Board, and many more.

**Special Elections** – Special Elections are held for unexpired terms and referenda. Also, if someone cannot complete their entire term of office a Special Election is held to fill the seat. Special elections may also be held to decide the outcome of a referendum on the ballot. Special elections can be held on the same day as regularly scheduled General Elections.

**Primary Elections** - Primary elections determine which candidates will be the nominees of Virginia political parties to appear on the ballot in a future general election. Primary elections do not fill any offices. In Dual or Multiple Primaries, two or more parties' primaries are held on the same day. Virginia law permits a voter to vote in either primary, but in only one held on the same day.



33% Complete

**Your first and last name: \***

Test

**Locality \***

ELECT

**Elections are administered at the local level in Virginia through which three entities: \***

- local electoral board, officers of election, state department of elections
- none of these options
- general registrar, local electoral board, officers of election
- general registrar, local electoral board, State Board of Elections

**Officers of election are the people that \***

- work behind the scenes at polling places
- the voters see and interact with when voting on Election Day
- certify elections
- maintain the general registrar's office

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67% Complete

Which entity is responsible for appointing the general registrar and officers of election? \*

Local Electoral Board



The General Registrar is responsible for \*

- Appointing members to the local Electoral Board
- Voter registration
- Working at the polling place on Election Day

State oversight is provided by: \*

- EAC (Election Assistance Commission)
- Office of the Attorney General and State Board of Elections
- Commonwealth's Attorney and Circuit Court
- State Board of Elections and Department of Elections

Who is responsible for maintaining the centralized list of voters in Virginia? \*

- Department of Elections
- Office of the Attorney General
- State Board of Elections
- Governor's office

A Primary Election... \*

- fills offices for regularly scheduled elections
- fills offices when someone cannot complete their entire term of office
- does not fill any offices; it is used to determine which candidate will be the nominee of a political party in an upcoming election

A General Election... \*

- does not fill any offices; it is used to determine which candidate will be the nominee of a political party in an upcoming election
- fills offices for regularly scheduled elections
- occurs on the 2nd Tuesday of June



# Officer of Election Basics

## Overview:

This course provides an overview of being an Officer of Election.

## Topics Covered:

- What is an Officer of Election
- Appointment, Qualifications and Terms
- Job Duties, Functions and Roles
- Election Day Overview
- Forms and Paperwork
- Other resources

## What is an Officer of Election?

An Officer of Election is part of a team that conducts elections at a polling place on Election Day. Your job is to conduct the election fairly and lawfully, and to assist voters in a courteous and respectful manner.



## Qualifications, Appointment and Terms:

**Qualifications** - Officers of Election must be competent citizens. If practicable, each officer should be a qualified voter of the precinct they are appointed to serve, but in any case, a qualified voter of the Commonwealth. The assistant chief officer of election, whenever practicable, shall not represent the same political party as the chief officer of election. If representatives for one or both of the 2 political parties are *not* available, citizens who do not represent either of the two political parties may be designated as the chief officer and the assistant chief officer.

**Appointment** - If practicable, officers should be appointed from a list of nominations filed by the political parties entitled to appointments. Parties must file nominations with the Electoral Board at least 10 days before February 1 of each year. The Electoral Board may appoint additional citizens who do not represent any political party to serve as officers. If practicable, no more than 1/3 of the total number of officers appointed for each precinct may be citizens who do not represent any political party. The 2 political parties having the highest and next highest number of votes in the Commonwealth for Governor at the last preceding gubernatorial election must be represented equally. Electoral boards appoint Officers of Election each February.

**Terms** - Officers of Election are appointed for a term not to exceed 3 years. Terms begin March 1. Officers serve for all elections held in their precincts during their terms of office unless a substitute is required or the Electoral Board decides that fewer officers are needed for a particular election.

In a primary election involving a single party, persons representing the political party holding the primary serve as the Officers of Election, if possible.

## Roles, Job Duties and Functions:

Most voters do not know what goes on behind the scenes to make Election Day possible. They just know what they see and experience on Election Day.

Officer of Election roles are set by each locality based on need and staff availability, but typically cover the following functions:

**Greeter** – welcomes voters and directs them to the check-in area; may also encourage voters to get their ID out and ready. Greeters direct voters to signs and other information such as sample ballot items before voters check in.

**Pollbook Officer** – checks in voters using either paper or electronic pollbooks; uses the pollbook to ensure people are registered to vote and marks them as having voted; resolves voter eligibility/registration status issues by working with the chief officer and general registrar. If issues can't be resolved, under certain circumstances the person may be offered a provisional ballot. *See separate Provisional Ballot training for full details on that process.*

**Ballot Officer** – controls and accounts for all the ballots.

**Voting Equipment and Booth Officer** – directs voters to available booths and may provide or obtain assistance upon request; maintains each voter's right to a private ballot at all times; observes voter inserting ballot into optical scan tabulator and assists voter in interpreting and responding to system error messages. Note: if monitoring tabulator/ballot scanner, after instructing voters on where to insert ballot, back away so the voter's ballot choices cannot be seen. Collect privacy folder and return to voting booths.

**Chief Officer** – is an experienced officer of election and receives more in-depth training; supervises and oversees all officers of election and polling place operations on Election Day. The chief is responsible for making sure polls open and close on time and all supplies, forms and ballots are verified and accounted for. The chief can answer most questions on Election Day and knows how and when to escalate issues to the General Registrar or other authorities. Example Duties:

- Picks up election materials and supplies
- Contacts and coordinates team members
- Reaches out to polling place owners
- Swears/affirms all officers of election and pages
- Assigns duties

**Assistant Chief Officer** – is also an experienced officer of election and assists the Chief in carrying out their duties. If the Chief cannot perform their duties for any reason, the Assistant Chief should be able to assume the role of Chief Officer of Election.

**Electoral Board** – Facilitates the election; determines validity of provisional ballots; certifies and reports results to the state

## Election Day Overview:

**Plan Ahead** – You will not be able to leave the polling place during your shift.

**What to Bring** – Food and beverages, medications, emergency contact information.



**What to Wear** – Comfortable clothing and shoes; remember that many people suffer with asthma or allergy conditions, so strong scents should be avoided.

**Typical Election Day Schedule** – Polls are open from 6 AM until 7 PM unless hours are extended by court order. Chief typically picks up materials the day before Election Day.

- 5 AM: Chief Officer of Election arrives
- 5:15 AM: Officers of Election arrive (subject to general registrar preference)
- 5 AM – 6 AM: Prepare for election
  - Take the oath
  - Welcome authorized representatives
  - Review assignments
  - Setup the polling place *[call general registrar if anything is missing during set-up]*
    - Check supplies/signs/forms; post signs inside/outside of polling place; set-up demonstration equipment and instructional materials
    - Set up pollbook station and pollbooks
    - Lay out forms and reference materials
    - Verify paper ballots; count the ballots sent by registrar and contact the registrar if there are not enough ballots (as planned). Check that the ballots are correct.
    - Set up and verify voting equipment
      - Ensure voting booths and machines are positioned for privacy and booths include a privacy folder for voters to transport ballots to tabulator/scanner.
    - Ensure an emergency ballot box is available, emptied and locked.
  - Complete pre-election paperwork
- 6 AM: open the polls and conduct the election (Chief must call general registrar to report polls are open)
  - This is when voters cast their ballots. Voters in line at the time the polls close are also allowed to vote normally.
    - While polls are open, Officers of Election should be aware of and continuously monitor persons allowed in the polling place, prohibited activities, and voting systems and ballots.
    - Officers of Election are required to track certain types of activities and count special ballots cast. Examples include unusual activity (see “Prohibited Activities” training), provisional ballots (see separate training), requests for assistance casting a ballot and curbside voting.
- 7 PM: close the polls
  - At exactly 6:45 PM, the chief announces, “The polls will close in 15 minutes”.
  - At exactly 7 PM, the chief announces, “The polls are officially closed”.
- 7 PM until...: secure equipment and ballots; complete paperwork; pack materials and supplies.
  - Anyone in line when the polls close at 7 PM must be allowed to vote normally.
  - After all voting is completed, close the pollbooks following local procedures.
  - Welcome and instruct authorized representatives.
  - Complete and sign forms and paperwork following local instructions.
  - Your general registrar and chief officer will provide detailed instructions about how to secure, close, and pack up the equipment and supplies at the end of the evening.



## Forms and Paperwork:

On Election Day, you will work with a lot of different forms, documents and envelopes. In addition to tracking and reporting of election results, information is collected to help audit and ensure the integrity of and access to the ballot.

The Department of Elections provides localities with standard forms and documents to use on Election Day. Some of these may be customized or replaced by the general registrar, so follow local instructions and training to properly complete required paperwork.



In addition to tracking election results, a variety of information is collected using forms on Election Day. Examples include information about incidents, emergencies and unusual activity, spoiled/voided ballots, and pollbook summaries.

## Other Resources:

Two good sources of information to help you properly fulfill your responsibilities as an Officer of Election are:

- **Election Day Guide** – provides a series of reminders and checklists for Officers of Election on Election Day. Your general registrar may provide this document as-is or modify it to fit local needs. The general registrar is your main resource for locality-specific information, instructions and training.
- **What-If document** – provides step-by-step instructions to take in over 20 different scenarios. These are situations we can anticipate may require exceptions to normal processing of voters on Election Day, such as if a voter has moved since registering, what to do if a voter can't present a valid photo ID, or a voter is already marked as having voted. [[2021 version in MS Word format](#)]

VIRGINIA'S WHAT IF'S

### What to do when...

A complete guide for helping voters with exceptional situations

Identification  
Problems 1-3

Address Changes  
Problems 4-8

Pollbook  
Problems 9-13

Provisional  
Problem 14

Accessibility  
Problems 15-18

Absentee  
Problems 19-20

Extension of  
Polling Hours  
Problem 21

Voting  
Malfunctions  
Problems 22-23

*Updated June 2021*

33% Complete

Your first and last name: \*

TEST

Locality \*

ELECT



Terms for Officers of Election may not exceed \_\_ year(s). \*

- 5
- 1
- 3
- 2

An officer of election is allowed to pick and choose which elections to work in a given year. \*

- True
- False

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67% Complete

The General Registrar is responsible for determining validity of provisional ballots. (True or False?) \*

False ▾

On Election Day, polling places open at \_\_\_\_\_ and close at \_\_\_\_\_. \*

- 5:00 AM and 7:00 PM
- 6:00 AM and 8:00 PM
- 5:00 AM and 6:00 PM
- 6:00 AM and 7:00 PM

Voters in line at the time the polls close are allowed to vote normally. \*

- True
- False

A chief officer of election may extend polling location hours for voters who arrive after the polls close. \*

- True
- False

Which of the following are considered important resources that help officers of election on Election Day: (select all that apply) \*

- The Provisional Ballot
- The Election Day Guide
- The Department of Elections Directory
- The What-if Document

The assistant chief officer of election must be able to assume the chief's duties if the chief becomes unavailable. \*

- True
- False

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# Who is allowed in the Polling Place on Election Day?

## Topics Covered:

- Classes of people allowed
- Restrictions on each class

## Classes of People Allowed:

Voters, election officials, voting equipment custodians, authorized representatives, neutral observers, news media and minors are all allowed in the polling place.

**Voters** - Voters are allowed in the polling place. This includes any person the voter brings by request to assist with casting a ballot, and any minor under the age of 15 accompanying a parent. As is covered in more detail in the training material, *Officer of Election Basics*, even voters are subject to restrictions. For example, voters are not allowed to campaign, disrupt the polling place, or hinder the election. Please review the course *Officer of Election Basics* for more details.

**Election Officials** – This class includes Officers of Election, Members of the Electoral Board, representatives of the Department of Elections authorized by the general registrar or local electoral board.

**Voting Equipment Custodians** - Designated Pollbook and voting machine equipment custodians are allowed. They must be authorized.

**Observers** – This class includes authorized party and candidate representatives, neutral observers, and the media. Observers cannot delay the voting process, in any way try to influence a voter, be in a position to see marked ballots, otherwise impede the election, assist voters, or wear anything indicating they can assist voters.

**Authorized Representatives** – This class must be a qualified voter and must have a written statement from the party chair or independent candidate (photocopy of statement is acceptable).

No candidate whose name is printed on the ballot can serve as a representative of a party or candidate. Authorized representatives can carry cell phones but cannot take pictures or video.

A polling place must permit 1 of each party or candidate...BUT... only 1 each per polling station and no more than three in the room. The chief officer determines how close representatives and observers can be to voters, equipment and polling stations.



**Neutral Observers** – The electoral board or general registrar can authorize if and how many neutral observers can be present. Authorization must be in writing.

**Media** – We must allow for a reasonable amount of time for media visits while polls are open. There are many activities prohibited for the media. Please see training materials on *Prohibited Activities*.

**Candidates** – This class may vote but may not campaign at the polling place. They may visit each polling place for up to 10 minutes at a time.

*Updated June 2021*

33% Complete

Your first and last name: \*

TEST

Locality \*

ELECT



Which of the following statements are true for authorized representatives of a party or independent candidate? (Select all that apply) \*

- They must be authorized in writing by the party chair or independent candidate.
- Candidates cannot serve as an authorized representative of a party or candidate.
- They must be authorized verbally by the party chair or independent candidate.
- They must be a qualified voter.
- There is a limit of 2 authorized representatives per polling station.
- They must be qualified to vote in the precinct in which they are observing.

An electoral board member or the general registrar can determine how many neutral observers may be in a polling place on Election Day. \*

- True
- False

Which of the following statements is true about candidates in the polling place? (Select all that apply) \*

- Candidates may not campaign when visiting polling places.
- Candidates have the right to visit any polling place for up to two hours.
- Candidates may cast their vote at any polling place within their jurisdiction.

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67% Complete

**News media must be allowed into a polling place for a reasonable amount of time. (True or False) \***

- True  
 False

**Which of the following are voters allowed to bring into the polling place? (Select all that apply) \***

- Someone to assist them in casting a ballot.  
 Campaign brochures to distribute inside the polling place.  
 Their own children under the age of 15.  
 Their own children (of any age).

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# Checking in Voters

## Overview:

This training information reviews procedures prescribed by Virginia state code regarding voter check-in on election day.

## Legal Required Check-in Procedures:

**Confirm Voter's Identity** - Name, address and acceptable form of ID. Ask the voter for their full name and current residence address. The voter may respond orally or in writing. Repeat, in a voice audible to the voter and candidate representatives present, the full name provided by the voter.

Ask the voter for an acceptable form of ID. If the voter does not have an acceptable ID, they may sign an ID Confirmation Statement. What to do if a voter does not have one and refuses to sign the ID Confirmation Statement is detailed in separate officer of election training information on *Understanding Acceptable ID Rules*.

**Confirm Voter Information in Pollbook** - All voters who provide an acceptable ID or sign the ID Confirmation Statement should be checked in at the pollbook. Voters are looked up in the pollbook by name. Name should be identical or substantially similar. Note, the address may be different.

If the name in the pollbook matches the name stated and presented on the ID *AND* the voter is eligible according to the pollbook, *THEN* mark the voter's pollbook record as "voted" and provide a ballot. This really only indicates the voter was given a ballot. There are instances in which voters do not cast a ballot after receiving it (i.e. decide not to vote after they see the candidates).

The voter's name is considered a match if the name stated and presented on the ID matches the pollbook either identically or substantially.

**Example:** Frederick and Fred are a match.

Once a voter has been provided a ballot they must remain in the presence of the officers of election until they have finished voting.

## Missing or Incorrect Information:

If there is incorrect or missing information on the voter's record in the pollbook ask the voter to provide or update the information.



**Incorrect residence address** - If the current residence address stated by the voter is different from the address in the pollbook, give the voter a form to update the voter's registration information. This form should be placed in an envelope provided for such forms for transmission to the general registrar. The voter is still allowed to vote if their new address is in the same locality.

### **Best Practices:**

Avoid casual conversation with voters, even if you know them.

Do not make *casual* comments about a voter's name or any personal information on their identification or pollbook data.

Never engage in political conversation with voters or fellow poll workers while in the polling place.

*Updated August 2020*

33% Complete

Your first and last name: \*

TEST

Locality \*

ELECT



After the voter confirms their name and address, you should audibly repeat their name and address for candidate representatives to hear. \*

- True
- False

Which of the following scenarios allows for you to check-in a voter at the pollbook (assuming they are eligible to vote)? \*

- Voter provides an acceptable ID.
- Voter does not have an acceptable ID and refuses to sign the ID Confirmation Statement.
- Voter does not provide an acceptable ID but signs the ID Confirmation Statement.

The voter's name is considered a match if the name stated/presented on the acceptable ID matches the pollbook *identically* or *substantially*. For example: Fred and Frederick are a match. \*

- True
- False

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67% Complete

**Before you mark a voter's pollbook record as "voted" and provide a ballot, you should (select all that apply) \***

- Verify their residential phone number.
- Make sure the voter is eligible according to the pollbook.
- Ensure name in the pollbook matches the name stated on the acceptable ID.
- Ensure the voter's address on ID matches the pollbook.

**If the current residence address stated by the voter is different from the address in the pollbook, give the voter a voter registration application to update the voter's registration information. \***

- True
- False

**If there are no voters in the polling place, you may engage in political conversation with fellow poll workers. \***

- True
- False

**If there is incorrect or missing information on the voter's recording in the pollbook, which of the following is your next step? \***

- Ask the voter to provide or update the information.
- Require that an official government-issued ID be shown before being checked in.
- Refer the voter to the chief officer of election for next steps.

**If there is only one voter waiting to be checked in and you know that person, you can have a casual conversation with that voter. \***

- True
- False

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# Introduction to Provisional Ballots

## What is a provisional ballot?

Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. Instead of turning away a voter, you can try to solve the issue if possible, prior to giving the voter a provisional ballot.

Provisional ballots are handled separately from normally cast ballots. An individual-completed provisional ballot is sealed in a specific green envelope depending on its type and that envelope goes into one of two larger green envelopes (1A or 1B) depending upon when that provisional ballot was cast. Provisional ballots are never mixed in with regular ballots.

The local electoral board reviews each provisional ballot during its canvass of votes cast to determine if the vote will be counted. The first meeting of the electoral board to review provisional ballots is the day after Election Day and the process must be concluded within seven days.

## When to offer a provisional ballot

There are two types of provisional ballots: Regular and **ID-only**.

The reason to issue a provisional ballot will determine which type of provisional envelope to use. The voter completes the information on the appropriate envelope before they are given an actual ballot.

**Provisional Vote (Regular) - green envelope:** In the case of the following reasons, have the voter fill out and sign the statement on the front of the **green** provisional vote envelope:

- The voter's name is not in the pollbook.
- The pollbook indicates the person has already voted.
- The General Registrar cannot confirm the voter is registered to vote.
- The voter says they are registered to vote in this precinct and eligible in this election.
- The pollbook indicates the person requested an Absentee Ballot, the ballot has not been returned, and don't have the original absentee ballot with them.
- The voter is voting in a split precinct and believes they have been registered in the incorrect district. (more on this below)
- Polling hours are extended by court order. (Ballots cast after 7:00 PM are closed are kept separate from ALL other ballots.)
- If a voter is challenged by another voter and will not sign the affirmation statement but insists on voting.

**Provisional Vote** Precinct \_\_\_\_\_

Voter: fill in your information on this side.

<b>Voter name</b>			
1 Last name	Middle		
First name	Suffix		
<b>2 Birthdate</b>   M   M     D   D     Y   Y   Y   Y			
<b>Address</b>			
3 Address	Apt. number		
City/Town	State	Zip Code	
<b>4 Phone</b>			
<b>5 Social Security number</b> <small>(last 4 digits required)</small>   X   X   X   X     X   X			
<b>Statement of voter</b>			
<small>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. Your address information will be used to update your voter registration record.</small>			
<b>Voter: sign here</b>			
6 <input type="checkbox"/>			
<b>Election officer: sign here</b>			
<input type="checkbox"/>			
<b>Today's date</b>   M   M     D   D     Y   Y   Y   Y			
<b>Place voted ballot in this envelope.</b>			
<small><b>Privacy Act Notice:</b> This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. 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.</small>			
<small><b>WARNING:</b> Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as 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. <a href="#">SAB-689 REV 8/18</a></small>			

**New as of July 1, 2020:** Any voter assigned to a *split precinct* who believes they were provided a ballot for the incorrect election district may request to vote a provisional ballot for the district they were assigned to by the general registrar and the district they believe is the correct election district. This option must be requested prior to casting any vote. The voter will submit a provisional ballot for both election districts. You should treat the provisional as you would any other provisional ballot. The electoral board will make the determination as to which provisional vote is valid. The reason code for this particular provisional situation should be 6: OTHER. Here is the view of the back of the envelope:

**Provisional Vote**

**Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.**

1. Have the voter fill in the other side.
2. Ask the voter to check all information, and sign the front.
3. You sign the front too, below the voter's signature.
  - a. **DO NOT** mark the pollbook for this voter.
  - b. In the Provisional Ballot Log, enter the voter's information.
4. Issue a paper ballot to the voter.
5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.
6. Provide a voter registration application.

**Electoral Board:**

1. If the voter returns with proper identification, check this box  and sign:  
 Election Official: sign here
2. Attach a copy of the identification document.

**Voter's name IS NOT on pollbook. Voter:**

- 1  is resident of the precinct, or has been since the November general election last year

OR

- 2  has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct

**Voter's name IS on the pollbook, and voter:**

- 3  is voting after normal poll closing time due to court order

OR

- 4  applied for an absentee ballot but does not have the ballot

OR

- 5  is shown in the pollbook as already having voted

OR

- 6  other (any reason not captured in the other codes) \_\_\_\_\_

OR

No ID: voter also did not show required ID

SBE-653 REV 4/18

The Officer of Election should sign the front of the envelope and fill out the back of the envelope. Ask for the voter's ID (if they don't have ID and refuse to sign the ID Confirmation Statement, check the box that reads, 'No ID: voter also did not show ID.').

Copy information from the green provisional voter envelope onto Provisional Ballot log. Have the voter vote and seal the ballot in the provisional vote envelope. Place the green provisional voter envelope in a sealed ballot box separate from the ballot box that is associated with the ballots that have been run through the optical scanner. Give the voter the green Provisional Voter Notice. If the voter also failed to show ID and refused to sign the ID Confirmation Statement, also give the voter a registration application.

**Provisional Vote (ID-only) - Lime green envelope:** If a voter is voting provisionally only because they **did not show an acceptable ID and refuses to sign an ID Confirmation Statement**, there are slightly different steps to take. Have the voter fill out and sign the statement on the front of the **lime green** provisional vote envelope.

Sign and date the front of the lime green envelope. Copy information from the provisional vote envelope onto the Provisional Ballot log. Do not enter a PBC number or other information into the pollbook. Have the voter seal the voted ballot in the lime green provisional vote envelope.

Place the sealed lime green provisional voter envelope in a sealed ballot box separate from the ballot box that is associated with the ballots that have been run through the optical scanner.

**Provisional Vote** Precinct \_\_\_\_\_  
 (for voters without ID only)  
 Voter: fill in your information on this side.

**Voter name**

- 1 Last name \_\_\_\_\_ Middle \_\_\_\_\_  
 First name \_\_\_\_\_ Suffix \_\_\_\_\_

**2 Birthdate** | M | M | / | D | D | / | Y | Y | Y | Y |

**Address**

- 3 Address \_\_\_\_\_ Apt. number \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**4 Phone** | | | | | | | | | | | | | | | |

**5 Social Security number** (last 4 digits required) | X | X | X | | X | Y | Y | | | | |

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

**Voter: sign here**

6 X

**Election officer: sign here**

X

**Today's date** | M | M | / | D | D | / | Y | Y | Y | Y |

Place voted ballot in this envelope.

Privacy Act Notice: This form requires personal information, including the last four (4) digits of your Social Security number, for identification purposes and to prevent fraud. Providing your full Social Security number, though not required, may prove helpful in the determination of your eligibility to vote. 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 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.

SBE-653REV 5/18

Give the voter the lime green Provisional Voter Notice and a voter registration application.

## **Provisional Ballot Tracking**

Provisional ballots are handled, tracked and counted separately from other ballots. Follow your local general registrar's instructions for completing paperwork related to provisional ballots.

*Updated August 2020*

33% Complete

**Your first and last name: \***

TEST

**Locality \***

ELECT

**Provisional ballots handled the same way as normally cast ballots. \***

- True
- False

**Provisional ballots are never mixed in with regular ballots. \***

- True
- False

**Under which circumstances should a regular provisional ballot be offered? (Select all that are correct) \***

- The poll book indicates the person has not voted yet.
- The voter says they are registered to vote in your precinct and eligible for this election.
- The pollbook indicates the person requested an Absentee Ballot, the ballot has not been returned, and don't have the original absentee ballot with them.
- The general registrar extends polling hours beyond 7:00 PM.
- The voter's name is not in the poll book.

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67% Complete

Any voter assigned to a split precinct who believes they were provided a ballot for the incorrect election district may request to vote a provisional ballot for the district they were assigned to by the general registrar and the district they believe is the correct election district. \*

- True  
 False

Under what circumstances should a "ID Only" provisional ballot be offered? (Select all that are correct) \*

- Voter shows acceptable ID but won't sign an ID Confirmation Statement.  
 Voter did not show an acceptable ID and refuses to sign an ID Confirmation Statement.  
 A voter was challenged by another voter and will not sign the affirmation statement but insists on voting.

If a voter in a split precinct believes they were provided a ballot in the wrong election district and requests to vote a provisional ballot for the district they were assigned to by the general registrar (which they believe to be the correct district), which "reason code" should be used on the back of the provisional vote envelope? and is \*

- Code 2 "Has been a resident of the precinct for the last 2 federal elections..."  
 Code 1 "Is a resident of the precinct, or has been since the November general election last year."  
 Code 6 "Other (any reason not captured in the other codes)"

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# Emergency Preparation and Response

## Overview:

This course provides an overview of emergency planning and response. You will receive locality-specific instructions from your general registrar based on local contingency and continuity of operation plans.

## Topics Covered:

- Local Contingency Plan
- Before, During and After an Emergency
  - Evacuation Plan
  - Emergency Equipment
  - Assigning Tasks
  - Emergency Numbers
  - Incident Report Form
- Specific Scenarios
  - Staffing
  - Voting Equipment
  - Conduct Issues
  - Court-extended Voting Hours

## Before an Emergency:

**Evacuation Plan** – Designate a meeting site. Locate building exits. Who is responsible for election materials and equipment? Have an Evacuation Plan in place: select a meeting site outside of the building to meet in case of evacuation. If possible, provide diagrams or maps indicating exits and meeting site.

**Emergency Equipment** – Know where to locate a first aid kit, fire extinguishers and have a phone and emergency phone list.

**Assign Tasks** – Establish who will announce an evacuation, get a headcount inside, direct people to exits and meeting site, and confirm headcount outside. Also, establish who will secure election materials & equipment and contact emergency responders, general registrar and electoral board.

**Secure Election Materials and Equipment** – Follow local emergency plans including cell phones and contact lists, emergency paper pollbook & count forms, all unmarked paper ballots, and emergency ballot box. Follow local emergency plans and if possible, note the last pollbook counter and note the



“public counter” number on voting machines. **Remember: you need Electoral Board approval before you begin emergency voting.**

**Emergency Call List** – Emergency/contact phone numbers should be included in the polling place materials picked up prior to Election Day. Make sure you have emergency numbers for the General registrar, Electoral Board, Department of Elections, Law enforcement, Fire and Emergency Medical Technician (EMT). Keep a list of emergency contact numbers for all officers of election (including yourself).

Make sure everyone can access the list if needed.

### **During an Emergency:**

If necessary, follow plans to evacuate the building: direct people to predetermined meeting area, ensure all persons are evacuated (headcount), notify general registrar asap, secure election materials and equipment as instructed.



### **After an Emergency:**

Attempt to resume the election if possible. Attempt to relocate the election if necessary. Complete an Incident Report Form.

**Relocation** - Request authorization from the Electoral Board to move the polling place if necessary. If relocation is authorized, post directions to the new location on all entryways. Attempt to resume the election at the predetermined assembly point if circumstances permit.

**Incident Report Form** - Complete and file an Incident Report Form for any emergency, equipment malfunction, or complaint alleging illegal conduct or elections offense. When in doubt, fill it out!

### **Scenarios:**

**Chief has not arrived by 5:15 AM** – any officer of election should call the General Registrar.

**Short of election officials** – notify the General Registrar’s office and proceed to open the polls.

**Electronic pollbook malfunction** – notify your General Registrar immediately. If there are no functional pollbooks you will be instructed to use the paper pollbooks or issue provisional ballots. If instructed to issue provisional ballots, the envelope should be marked as reason “Other: Pollbook Malfunction”. Backup electronic pollbooks should be delivered within 1 hour. Printed pollbooks should be included in your polling place materials.

**Optical Scanner Malfunction** - notify your General Registrar immediately. Allow voters to vote on the printed ballots & place in a secure container used exclusively for that purpose. If an operational scanner is available in the polling place after the polls close, remove the uncounted ballots and feed them into the scanner one at a time. If an operational scanner is not available in the polling place after the polls close, the ballots will be scanned into an optical machine later. Remember: do not remove malfunctioning equipment from the polls.

**Disorderly Conduct** - It is a Class 1 misdemeanor for anyone to hinder, intimidate, or interfere with a voter's ability to cast a secret ballot. An officer of election should order such a person to stop any such activity. If they do not promptly desist, the officers of election or a majority of them, may order their arrest.

**Traffic and Parking** - For issues such as traffic & parking, which require police attention but are not emergencies, the chief officer will contact the general registrar and general registrar will call the local law enforcement agency.

**Power Failures** - If power fails to specific equipment, reset surge protectors and check all power connections. If power fails to the entire facility, report the failure to your general registrar immediately & follow their instructions. Use emergency voting procedures if authorized and file an incident report form.

**Court Extends Voting Hours** - Persons in line at 7 PM must be allowed to vote normally. This is true regardless of whether the court extends voting hours. Persons arriving to vote after 7 p.m., but before the extended voting time, cast a provisional ballot. Ballots cast and counts taken during extended polling hours must be kept separate from normal ballots and counts.

## **Conclusion:**

This concludes the overview of emergency planning and response.

Remember, each locality and precinct is unique. You should always follow locality-specific instructions from your general registrar based on local contingency and continuity of operation plans.

*Reviewed late November 2020*



33% Complete

Your first and last name: \*

TEST

Locality \*

ELECT



Before you begin emergency voting, you need approval from \*

- The General Registrar
- The Chief Officer of Election
- The Department of Elections
- The Electoral Board

Which of the following are important steps to take *before* an emergency during an election? (Select all that apply) \*

- Chief should assign tasks should emergency arise
- Secure election materials and equipment
- Create an emergency call list
- Know where emergency equipment is located
- Fill out an Incident Report Form
- Create evacuation plan

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67% Complete

**Scenario: Your polling place has too few election officials on hand at the time of the polls opening. What do you do? \***

- Request volunteers from voters in line.
- Contact the Department of Elections.
- Delay opening the polls until everyone required is on-hand.
- Proceed to open the polls.
- Contact the General Registrar's office.

**Scenario: The electronic pollbook is malfunctioning. The polls are open. What do you do? \***

- Notify your general registrar immediately.
- Issue provisional ballots if instructed.
- Refrain from checking in voters until backup pollbooks arrive.
- Temporarily close polling place until backup pollbooks arrive.

**Persons in line at 7:00 PM are not allowed to vote unless a court order extends voting hours. \***

- True
- False

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# Accessibility and Etiquette

## Overview:

This training information provides a high-level overview of accessibility requirements established by Virginia law and an introduction to etiquette when interacting with people with disabilities. You will receive locality-specific instructions from your general registrar.

## Topics Covered:

- Legal Requirements
- Providing Assistance
- Polling Place Setup for Accessibility
- Etiquette
- Curbside Voting

## Legal Requirements (voting equipment requirements):

Virginia state law requires polling places to be accessible to qualified voters. Every qualified voter has the right to vote, regardless of whether he or she has a mental or physical disability or limited English proficiency. All citizens of voting age are considered mentally competent unless a court has declared them incapacitated. Virginia law specifically includes the blind and visually impaired.

Every polling place must have at least one voting system equipped for individuals with disabilities. The equipment must provide the same opportunity for access and participation (including privacy and independence) as for other voters.

## Providing Assistance:

**Who may request assistance** - Any voter who requires assistance in voting due to a physical disability or inability to read or write can receive assistance if they request it. The voter may designate an officer of election or some other person to assist. Usually, an assistant will be an officer of election or someone the voter brings with them to assist. The person providing assistance *may not* be the voter's employer or agent of that employer, an officer/agent of a voter's union, or an authorized party or candidate representative.

No mark shall be required of a voter who is blind. The person providing assistance may assist the voter in the preparation of the ballot in accordance with the voter's instructions. The person providing assistance may not solicit the vote or in any manner attempt to influence the vote. The person providing assistance may not in any manner divulge or indicate, by signs or otherwise, how the voter voted on any office or question.

**Non-English language assistance** - if the voter requires assistance in a language other than English and has not designated a person to assist, an officer of election, before they assist as interpreter, shall ask authorized representatives whether they have a volunteer available who can interpret for the voter. One representative interpreter for each party or candidate, as available, is permitted to observe the officer of election communication with the voter. The voter may designate one of the volunteer party or candidate interpreters to provide assistance.

**Accessible voting booths** - at least one voting system must be equipped for individuals with disabilities. One form this may take is an audio ballot. If your precinct has a voting machine with an audio ballot capability, you must notify voters requiring this assistance that such equipment is available. Do not enter the voting booth to assist the voter unless the form ELECT-649, "Request for Assistance" (see Figure 1), is completed. If the voter is unable to sign the request, their own mark - acknowledged by them before an officer of election - shall be sufficient signature.

### Polling Place Setup Guidelines:

**Pathways** - Make sure pathways inside and out are unobstructed and are of adequate width. Loose rugs, plush carpets, slick floors and the like can cause problems for people with wheelchairs, canes, and walkers. Keep pathways and rooms free of these hazards.

**Signs** - Post signs midway between eye level for a standing person and one seated in a wheelchair.



Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2500.

**OFFICER OF ELECTION** Precinct #/name: \_\_\_\_\_ Date: \_\_\_\_\_

**A. REQUEST OF VOTER**

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in Section B enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: \_\_\_\_\_ Printed name: \_\_\_\_\_  
Required

**B. AGREEMENT OF ASSISTANT**

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: \_\_\_\_\_ Printed name: \_\_\_\_\_  
Required Required

Residence address: \_\_\_\_\_ City/state: \_\_\_\_\_ zip: \_\_\_\_\_  
Required Required Required

**C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)**

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Representing: \_\_\_\_\_  
Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Representing: \_\_\_\_\_

**INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:**

**For a voter who is blind, the Officer of Election must:**

- Write on the *Signature of Voter* line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);
- Print the voter's name on the line below the signature line (Section A); and
- Have the assistant sign and complete Section B.

**For a voter who is otherwise unable to sign, the assistant must:**

- Write on the *Signature of Voter* line (Section A): "voter unable to sign";
- Print the voter's name on the line below the signature line (Section A); and
- Sign and complete Section B.

**Seating** - Make sure there are seats available for elderly voters or those with mobility impairments. Even if the polling place has no waiting lines, seats should be available for those lawfully present who just need to rest.

## **Etiquette:**

**General Etiquette Assumptions** - Do not make assumptions. Just because someone has a disability, do not assume they need help. Ask before helping. A person with a disability will often indicate when they need help. If they want help, ask *how* before you act.

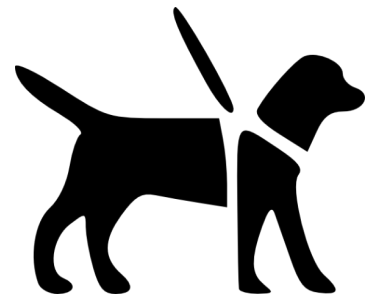
Be sensitive about **physical contact**. Some people may depend on their arms for balance. Grabbing them could knock them off balance. Do not pat people on the head or touch wheelchairs or canes. People with disabilities consider their equipment part of their personal space. Be considerate of extra time that may be required to communicate or accomplish things.

**Think before you speak** - Speak directly to the person who has the disability, not their companion, aid or interpreter. Use the phrase "Person with a disability", which is better than "disabled person" when referencing a person with a disability. "People with disabilities" is better than using the phrase, "the disabled". Avoid outdated terms like "handicapped", "crippled" or "retarded". Try "person who uses a wheelchair" or cane, for example, instead.

**People in wheelchairs** - Always ask before pushing someone in a wheelchair. Remember that the wheelchair is an extension of their person. Be aware of a person's reach limits. Place as many items as possible within their grasp. Ramps and wheelchair-accessible doors to the building should remain unblocked and unlocked. Per the Americans with Disabilities Act (ADA), displays should not be in front of entrances. Wastebaskets should not be in front of aisles. Boxes should not be stored on ramps.

**Hearing difficulty** - Before speaking to a person with hearing loss, make sure you get their attention. Face the person and speak slowly. Do not shout. Facial expressions and gestures are helpful. Write a note if you are not sure the person understands.

**Vision difficulty** - Visual disabilities may not be obvious. Be prepared to assist when asked. Identify yourself before making physical contact with a person who is blind. People who are blind may need their arms for balance. Offer your arm (do not take theirs) if they need to be guided. If the person has a guide dog, walk on the opposite side from the dog. *Never* pet a guide dog. If you need to leave, inform them you are leaving and ask if they need anything before you leave.



**Service dogs** - Service dogs are allowed in the polling place. Do not pet, feed or distract service dogs: they are working.

**Cognitive impairments** - A registered voter with cognitive impairment can be eligible to vote if not adjudicated mentally incapacitated by a court of law. Remember, you may need to allow additional time to exchange information when assisting persons with cognitive impairments.

## **Curbside Voting:**

Any voter age 65 or older or physically disabled may request a ballot outside the polling place.

“Physically disabled” includes permanent physical disability, a temporary physical disability, or an injury.

Curbside voting must take place within 150 feet of the entrance of the polling place. This area shall be clearly marked, and instructions on how to notify an officer of election of the voter’s request to vote outside of the polling place shall be prominently displayed. Officers of election will bring an electronic voting device or a paper ballot, depending on the precinct. The machine must be returned to its assigned location inside the polling place after the voting has finished.

If it’s a paper ballot, the voter should just mark the ballot, cover and return it to the officer of election.

During a declared state of emergency related to a communicable disease of public health threat, any voter may use curbside voting.

**Etiquette note** - Please give the voting individual privacy, but don’t let the voting equipment or ballot go out of your sight. Return the ballot to the polling place in a secure manner.

If your precinct uses electronic voting devices, you should walk the voter through the instructions for using the device. The machine must remain in plain view of two officers of election representing two political parties. In the case of a primary election, the machine must remain in plain view of two officers of election representing the party conducting the primary.

The machine number, time that the machine was removed and returned, the number on the public counter before and after, and the names of the officers who accompanied the machine will be recorded on the Statement of Results.

You will receive more specific instructions from your general registrar.



33% Complete

Your first and last name: \*

TEST

Locality \*

ELECT



Every polling place must have at least one voting system equipped for individuals with disabilities. \*

- True  
 False

If a voter requests assistance in voting, which of the following *cannot* assist that person? \*

- The voter's employer  
 Someone the voter brought to assist them  
 The chief officer of election  
 An officer of election

When a voter has a disability, it is assumed they need help and you should immediately assist. \*

- True  
 False

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67% Complete

**You are allowed to pet a visually disabled voter's guide dog. \***

- True  
 False

**Scenario: You are expecting visually and hearing-impaired voters and voters in wheelchairs at your polling place. What etiquette and/or accommodations should be made? (choose all that are correct) \***

- Make sure ramps and wheelchair-accessible doors are unblocked/unlocked.  
 Always take the arm of a visually-impaired voter.  
 Always ask before pushing someone in a wheelchair.  
 Hold the guide dog outside while voter casts their ballot.  
 Get hearing-impaired voter's attention before speaking.  
 Ensure signage and wastebaskets do not block aisles or entrances.  
 Place voter-related items within a wheelchair-bound voter's grasp.  
 Speak loudly (or shout) to ensure hearing-impaired voter can hear you.

**A registered voter with a cognitive impairment is never eligible to vote. \***

- True  
 False

**Any voter age \_\_\_\_\_ or older or is physically disabled may request a ballot outside the polling place. \***

- 55  
 65  
 60  
 50

**While a curbside voter is voting on a voting device, the officer of election should go inside until the voter is finished. \***

- True  
 False

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# Prohibited Area and Activities

## Activities are prohibited depending on location.

Those locations include the area inside the polling place and the prohibited area outside the polling place. Any person who is found by a majority of the officers of election present to impede the orderly conduct of the election or violate any of these rules may be required to leave the polling place and the prohibited area.

## What is the “Prohibited Area”?

The Prohibited Area is defined as the area within 40 feet of any polling place entrance. In this area, it is unlawful for anyone to give, tender, or exhibit any ballot, ticket, or other campaign material or solicit or attempt to influence any person in casting his vote.

## What is Unlawful in the Polling Place *and* Prohibited Area?

- Knowingly possessing a firearm while inside or within the 40 foot area of a polling place, including one hour before and one hour after the use of a building as a polling place. Exceptions include a qualified law-enforcement officer or retired law-enforcement officer, any person occupying his own private property that falls within 40 feet of the polling place, or a licensed armed security officer whose employment or performance of his duties occurs within 40 feet of the polling place.
- Loitering or congregating in the polling place and prohibited area.
- Hindering or delaying qualified voters from entering or leaving.
- Hindering or delaying any officer of election or voter.
- Neutral observers and authorized representatives assisting voters.

## What is Unlawful in the Polling Place?

- Campaign, give, tender, or exhibit any ballot, ticket, or other campaign material to any person.
- Solicit or in any manner attempt to influence any person in casting his vote.
- Be in a position to see the marked ballot of any voter.



## What is *Allowed* Outside the Prohibited Area?

Campaigning in a way that does not hinder voters or officers of election. Media may conduct interviews and broadcast reporters' remarks.

## Campaign Stickers, Buttons and Apparel:

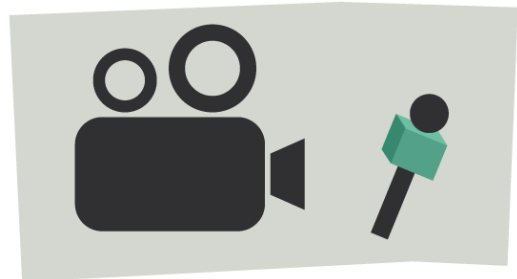
**Only voters** are allowed to display or wear campaign stickers, buttons, wristbands and apparel in the polling place. All others, like officers of election and authorized representatives, cannot wear any such apparel.

## What is Allowed in the Voting Booth:

Voters are allowed to take sample ballot guides and campaign material with them into a voting booth.

## News Media and the Polling Place:

News media may visit and film or photograph inside the polling place for a reasonable and limited period of time while the polls are open. The media must comply with all prohibitions and may not film or photograph any person who specifically asks them not to as well as the voter or ballot in such a way that divulges how any individual voter is voting.



The media may not film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning an individual voter.

Officers of election may require any person who is found by a majority of the officers present to be in violation of these provisions to leave the polling place and the prohibited area.

*Updated late June 2021*

*which of the following is prohibited? Add the firearm choice to the question*

33% Complete

Your first and last name: \*

TEST

Locality \*

ELECT



At what distance from the entrance to the polling place is the prohibited area defined? \*

- 50 feet
- 20 yards
- 40 feet
- 20 feet
- 40 yards

Which of the following are prohibited in the prohibited area? (Select all that apply) \*

- A voter wearing a candidate's hat
- Hindering an Officer of Election
- Loitering
- Knowingly possessing a firearm
- Campaigning
- Hindering a voter entering or leaving the polling place

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67% Complete

**Who can display or wear campaign stickers and buttons in the polling place? \***

- News media
- Candidates
- Voters
- Neutral observers

**Voters may take sample ballots into the voting booth. \***

- True
- False

**While complying with prohibitions mentioned in the training, news media may film or photograph inside the polling place during Election Day. \***

- True
- False

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# Understanding Acceptable ID Rules When Checking in Voters

## Topics Covered:

- Acceptable Forms of ID
- If a Voter Has no Acceptable ID

## Legal Requirements:

Virginia law requires all voters to show an acceptable form of ID at the polls before being allowed to cast a ballot. If a voter does not have an acceptable form of ID, the voter may sign an ID Confirmation Statement.

## Purpose of ID:

A voter's ID can be used as an additional means of confirming the identity of the voter. Any address on the ID *does not have to match* the address in the pollbook.

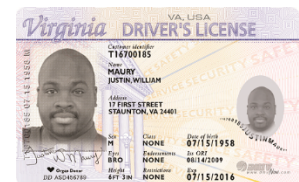
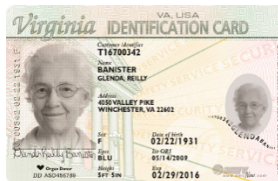


## For an ID to be Valid:

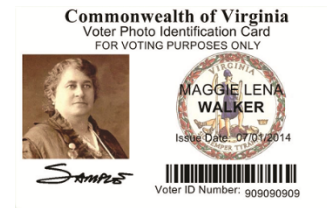
1. It must appear to be genuinely issued by the agency or issuing entity appearing on the document.
  - a. **Example:** if a Virginia driver's license is offered as ID, it cannot be a photocopy of the license; it must be the actual driver's license itself.
2. The document must be current or have expired within the preceding 12 months. IDs issued by the DMV do not need to meet this requirement. The expiration date is not considered when determining if the ID is valid for voting purposes.
3. The officer of election determines whether the document is officially acceptable based on its face.

## Examples of Acceptable Forms of ID:

- Virginia DMV-issued photo ID
- Virginia DMV-issued driver's license
- Valid U. S. Passports
- Employer-issued photo ID
- Student ID with a photo from a college or university outside of Virginia
- Student ID issued by a public or private school in Virginia



- ID cards issued by the United States government, the Commonwealth of Virginia, or local Virginia government.
- Virginia-issued voter photo ID card.
- Voter confirmation documents
- Copy of a **current** utility bill, bank statement, government check, or paycheck containing the name and address of the voter
- Other government document containing the name and address of the voter



## Are Electronic Versions of Acceptable forms of ID for Voting allowed?

An electronic form of the following documents is acceptable for voting purposes: a current utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter. The Virginia Code only requires a copy of these documents; thus, electronic form of these documents suffice for voting purposes.

## What Does “Current” mean when referring to the Acceptable IDs mentioned in this training?

An ID is valid if: (1) the document appears to be genuinely issued by the agency or the issuing entity appearing upon the document, and (2) the document shall be current or have expired within the preceding 12 months.

All forms of acceptable ID, with the exception of a Virginia DMV-issued driver’s license or state ID card, cannot be more than **12 months old** from the date the voter offers to vote. If a voter presents a copy of a utility bill, bank statement, government check, paycheck, or other government document containing the name and address of the voter that is more than twelve months old from the date the voter offers to vote, you should request that the voter present another form of ID that is acceptable. If the voter does not have another form of ID on the acceptable list, the voter may sign an ID confirmation form in order to vote a ballot.

## If a Voter Has No Acceptable ID:

If the voter does not have an acceptable ID, the voter may sign an ID Confirmation Statement and vote normally. If the voter does not have an acceptable ID and refuses to sign an ID Confirmation Statement, the voter must vote a provisional ballot. Please review training materials on “Provisional Ballots”.

Here is an example of what the Confirmation Statement tear-off form looks like:

**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

50% Complete

**Your first and last name: \***

TEST

**Locality \***

ELECT

**Which of the following are acceptable forms of ID? \***

- Copy of a current bank statement
- Virginia DMV-issued photo ID
- ID cards issued by the United States Government
- A valid US Passport
- Student ID issued by a private school in Virginia
- Copy of a paycheck
- Virginia DMV-issued driver's license
- Voter confirmation document
- A grocery store receipt
- Employer-issued photo ID

**If the voter does not have an acceptable ID and wants to vote normally, what must the voter do? \***

- Vote a provisional ballot and show ID to elections office before end of week
- Vote normally. There is nothing else they need to do.
- Leave polling place and return with an acceptable ID
- Sign an ID confirmation statement

**In which case, relating to this course on acceptable IDs, does the voter need to vote a provisional ballot? \***

- Voter doesn't have acceptable ID and refuses to sign ID confirmation statement.
- Voter provides acceptable ID.
- Voter doesn't have acceptable ID.
- None of these choices are correct.

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# Chief and Assistant Chief Officers of Election Duties

## Before Election Day:

Chief and assistant chief officers of election have several unique and important duties prior to Election Day:

- Get supplies the day before the election and verify everything is there.
- Verify ballots the day before Election Day.

## Before the Polls Open:

- Welcome authorized representatives & swear in officers of election.
  - Review emergency procedures.
  - Ensure the Oath of Office is signed by all officers of election.
  - Verify election supplies & set up polling room.
  - Supervise voting equipment and Electronic Pollbook set up.
  - Verify ballots & emergency ballot box.
  - Verify final absentee ballot report (AB List).
  - Assign someone to put up the signs.
- 
- Open the polling place at exactly 6:00 AM, regardless of any issues occurring. It's the law.
  - If more authorized representatives arrive, welcome them, and follow instructions in the Election Day Guide to check written authorization, ID, and verify registration status.



## While the Polls are Open:

- Keep the lines moving.
- Periodically verify the total number of voters from all pollbook count forms or Electronic Pollbook is the same as the total number from the public counter on each voting unit and any paper ballots cast.
- Keep track of the total number of provisional ballots cast while the polls are open.
- Close the polls at exactly 7:00 PM, unless a court within the jurisdiction orders the polls to stay open late (see “extended voting hours” section below). A cellphone is the best source of the time (clocks and analog/non-smart watches can be wrong).



## After the Polls Close:

- Assign an Officer of Election to stand at the end of the line at 7:00 PM to mark the end of the line.
- Allow those in line at 7:00 PM to vote normally.

- Do not begin working on the results until the last person has voted and departed.
- Be sure you get the closing tapes from the optical scanner BEFORE you shut the machines down. Once the machine is shut down, the closing tapes are no longer available.
- Close each Electronic Pollbook per your locality's procedures.
- Welcome and instruct authorized representatives.
- Supervise obtaining of results.
- For localities without a central absentee precinct, the Chief shall supervise counting of absentee ballots.
- Empty the ballot box.

### **Extended Voting Hours:**

If voting hours are extended by court order, all voters voting after normal hours must vote by *provisional ballot*. Follow the instructions in the Election Day Guide, including:

- Keep ballots cast during extended voting hours separate and place in the designated envelope.
- Keep a separate provisional ballot log for after-hours provisional voters.

### **Announce Unofficial Results:**

The Chief Officer of Election or a designated officer of election should immediately call in unofficial results and the number and disposition (type) of all provisional votes cast to the general registrar's office. They should also announce unofficial results inside the polling place.



### **Results and Return Sheet:**

- Complete the Statement of Results form (SOR) as instructed in the Election Day Guide or by your general registrar.
- Have all officers sign the Printed Return Sheet as instructed in the Election Day Guide.

### **Pack Envelopes and Boxes:**

- Follow instructions from your general registrar or the Election Day Guide to check off each envelope/box as it is packed, sealed and signed.
- Don't forget, be sure you print at least **5 copies** of the closing tapes before the machines are shut down.
- Supervise/take down the voting equipment and Electronic Pollbook units.
- Supervise/take down all signs and election materials.

*Updated August 2020*

33% Complete

**Your first and last name: \***

TEST

**Locality \***

ELECT

**Only an Electoral Board member may ensure Oath of Office is signed by all officers of election. \***

- True
- False

**According to the training, which of the following should be done on Election Day morning before polls open? \***

- Get supplies and equipment from your locality
- Deliver officer of election training
- Keep authorized representatives out until polls open
- Review emergency procedures

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67% Complete

**While the polls are open, chiefs/assistant chiefs should keep track of the total number of provisional ballots cast.\***

- True  
 False

**Which of the following are actions a chief/assistant chief should accomplish after the polls close? (choose all that are correct) \***

- Turn away voters in line at 7:00 PM.  
 Get a head start on tallying results while waiting on remaining voter's to cast their ballots.  
 Shut off the optical scanner before you get the closing tapes.  
 Assign an Officer of Election to stand at the end of the line at 7:00 PM to mark the end of the line.  
 Empty the ballot box.  
 Supervise obtaining of results.

**You should have copies of the closing tapes before the optical scanning machines are shut down.\***

- True  
 False

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★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Electronic Meeting Policy

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BOARD WORKING PAPERS

Ashley Coles  
ELECT Policy Analyst



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman Brink, Vice-Chair O'Bannon, Secretary LeCruise  
**From:** Ashley Coles, Policy Analyst  
**Date:** August 3, 2021  
**Re:** SBE Policy 2021-003; Electronic Participation in Meetings

---

**Suggested Motion**

“I move that the Board approve the proposed changes to allow members of the State Board of Elections to continue to participate in meetings held through electronic communication means effective immediately.”

**Background**

Previously, the law on conducting meetings by electronic communication means was set forth in former §§ 2.2-3708 and 2.2-3708.1. However, in the 2018 and 2020 Regular Sessions of the General Assembly, and the 2020 and 2021 Special Sessions, the General Assembly consolidated and amended various provisions of the Virginia Freedom of Information Act as it relates to meetings held through electronic communication means.

As now permitted by § 2.2-3708.2 of the Code of Virginia, public bodies may hold meetings where one or more members may participate by electronic communication means as long as the meetings comply with the heightened procedural requirements set out in § 2.2-3708.2. The Board's previous electronic meeting policy was last updated in 2015 and revisions are needed to ensure compliance with the new statutory requirements.

**Attachments and References**

- Proposed SBE Policy 2021-003 Electronic Participation in Meetings
- [Va. Code § 2.2-3708.2](#)

**Affected Regulations**

1VAC20-20-30(G) (amendment required)  
1VAC20-20-30(H) (no change required)

**Recommendation of Staff**

Staff recommends the Board adopt the proposed electronic meetings policy as presented.

**State Board of Elections Policy 2021-003**

A meeting of the Virginia State Board of Elections (the Board) was held on August 3, 2021, during which the following policy was proposed by the Department of Elections and approved by the Board:

**Policy for Electronic Participation in Meetings**

---

**PURPOSE:** To establish a policy that provides for the Board to properly conduct meetings with the electronic participation of its members in compliance with the Virginia Freedom of Information Act (§ 2.2-3700 *et seq.*).

**REFERENCES:** Va. Code §§ 2.2-3707, 2.2-3708.2, 2.2-3711, 2.2-3712

**SEC. 1: GENERAL REQUIREMENTS AND POLICY ESTABLISHMENT**

It is the policy of the State Board of Elections that individual Board members may participate in meetings of the Board by electronic means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member utilizing remote participation or the matters that will be considered or voted on at the meeting.

A member participating through electronic means may make motions, vote, join in closed meetings, and otherwise participate fully as if such member was physically present, so long as all of the requirements of Virginia Code § 2.2-3708.2 are met.

Subsequent to its adoption by the majority of the Board, this policy shall be posted on the Department of Elections website and the Virginia Regulatory Town Hall website, or any other website normally used by the Board for notice of public meetings.

**SEC. 2: MEETING REQUIREMENTS**

When a meeting of the Board is conducted through electronic means, the Board shall adhere to the following requirements:

- Any member who is unable to attend the meeting due to reasons stated in subsections (a) or (b) of Virginia Code § 2.2-3708.2(A)(1) notifies the Chair of the Board of their inability to attend the meeting;
- A quorum of three (3) members of the Board shall be physically assembled at one (1) primary or central meeting location;
- Members of the public shall be provided a substantially equivalent electronic communication means through which to observe the meeting;
- Members of the public shall be provided the opportunity to comment when public comment is customarily received;
- Notice of the meeting shall be given at least three (3) working days in advance of the date scheduled for the electronic meeting, except in the case of an emergency meeting for which public notice shall be given contemporaneously with the notice provided to members of the Board;
- Notice of the meeting shall include the date, time, place, and purpose for the meeting and a telephone number that may be used to notify the primary or central meeting

location of any interruption in the telephonic or video broadcast of the meeting;

- If a member of the Board participates in the meeting via means of electronic communication, the Board shall record in its minutes the remote location from which the member participated, including:
  - If participation is approved pursuant to Virginia Code § 2.2-3708.2(A)(1)(a), the fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance; or
  - If participation is approved pursuant to Virginia Code § 2.2-3708.2(A)(1)(b), the specific nature of the personal matter cited by the member;
- A copy of the proposed agenda, agenda packets, and, unless exempt, all materials that will be distributed to members of the Board for the meeting shall be made available for public inspection at the same time such documents are furnished to the members of the Board;
- If an interruption in either the audio or visual broadcast of the meeting occurs, the meeting shall be suspended until repairs are made and public access is restored; and
- Votes taken during the electronic meeting shall be recorded by name in roll-call fashion and included in the minutes of the meeting.

### **SEC. 3: PHYSICAL ATTENDANCE REQUIREMENT**

- **General**
  - If the Board holds a meeting through electronic communication means, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.
- **Member Requirements**
  - A member of the Board is permitted to attend a meeting of the Board electronically if, on or before the day of a meeting, the member notifies the Chair of the Board that she is unable to attend the meeting due to—
    - a temporary or permanent disability or other medical condition that prevents her physical attendance; or
    - a family member's medical condition that requires her to provide care for such family member, thereby preventing her physical attendance.
  - A member of the Board is permitted to attend a meeting of the Board electronically if the member notifies the chair of the public body that she is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.
    - Electronic participation per member on the basis of personal matters is limited each calendar year to 2 meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
    - If a member's participation from a remote location pursuant to Virginia Code § 2.2-3708.2(A)(1)(b) is disapproved, such disapproval shall be recorded in the minutes with specificity.

### **SEC. 4: ANNUAL REPORTING REQUIREMENT**



If the Board meets by electronic means pursuant to the requirements under Virginia Code § 2.2-3708.2, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council on or before December 15 of each year:

- The total number of meetings held that year in which there was participation through electronic communication means;
- The dates and purposes of each such meeting;
- A copy of the agenda for each such meeting;
- The primary or central meeting location of each such meeting;
- The types of electronic communication means by which each meeting was held;
- If possible, the number of members of the public who witnessed each meeting through electronic communication means;
- The identity of the members of the Board recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;
- The identity of any members of the Board who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;
- If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;
- A summary of any public comment received about the process of conducting a meeting through electronic communication means; and
- A written summary of the Board's experience conducting meetings through electronic communication means, including its logistical and technical experience.

## **SEC. 5: PUBLIC COMMENT FORM**

At each meeting held under this policy, the Board shall make available a form prepared by the Virginia Freedom of Information Advisory Council to allow for public comment regarding the process of conducting a meeting through electronic communication means.

## **SEC. 6: DECLARED EMERGENCIES**

The Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code § 44-146.17 or when the locality in which the Board is located has declared a local state of emergency pursuant to Virginia Code § 44-146.21, provided:

- The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- The purpose of the meeting is to provide for the continuity of operations of the Board or the discharge of its lawful purposes, duties, and responsibilities.

If the Board holds a meeting pursuant to the requirements of this section, the Board shall—

- abide with the provisions under Virginia Code § 2.2-3708.2(A)(3);
- make available a recording of the meeting, in addition to the minutes of the meeting posted pursuant to the requirements under Virginia Code § 2.2-3707.1;
- otherwise comply with the provisions of Virginia Code § 2.2-3708.2; and
- state in the minutes of the relevant meeting the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

Effective Date: August 3, 2021



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# Party Abbreviation

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BOARD WORKING PAPERS  
David Nichols  
Elections Administration Manager



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## Memorandum

To: Chairman Brink, Vice Chair O'Bannon, and Secretary LeCruise  
From: Dave Nichols, Elections Services Manager  
Date: August 3, 2021  
Re: Political Party Abbreviations for General and Special Elections Ballots

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### Suggested motion for a Board member to make:

"I move that the Board approve the party abbreviations as presented by staff for general and special elections being held through April 30, 2022."

### Applicable Code Section:

Va. Code § 24.2-613 A – "The ballots shall comply with...the standards prescribed by the State Board."

### Applicable Board Ballot Standards Section:

Page 33 - Party abbreviations must be accurate in accordance with the State Board of Elections' determination.

### Attachments:

SBE Ballot Standards *rev. 07/2019*

ELECT letters addressed to the Libertarian and Liberation parties

Responses received by ELECT in regards to political party abbreviation on the ballot

### Background:

<u>Political Parties</u>	<u>Recognized Political Parties</u>	<u>Abbreviation Options</u>
(with current abbrev.)	(with recommended abbreviations)	
Democratic - D	Libertarian - L	Libertarian – LPVA
Republican - R	Liberation - LP	Liberation – LTP
		Liberation - LBP

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**ELECT Staff Recommendation:**

ELECT Staff recommends that the Board vote to use the recommended & current abbreviations presented for general and special elections being held through April 30, 2022.



## Political Party Order and Appearance

### Political Party Order and Appearance

#### Code requirements for political party order and appearance

- Party designation** A political party name must identify candidates that have been nominated for federal, statewide, and General Assembly offices. Party identification is only present on ballots in federal, statewide, and General Assembly elections (Va. code § 24.2-613).
- Order of parties** *General and Special Elections*  
The State Board determines by lot the order of the political parties, and the names of all candidates for a particular office shall appear together in the order determined for their parties.  
Independent candidates always appear last and in the order they filed all required paperwork (Va. code § 24.2-613).

#### Board requirements for political party order and appearance

- Appearance of political party names** Party abbreviations must be in accordance with the SBE determination made at the time of the party order drawing.

#### Best practice recommendations for political party order and appearance

- Party name format** If the SBE determines party names are to be spelled out, then the names of the parties should be mixed case, regular (non-bold) type, following candidate names in mixed case, bold type.
- Emphasis of party abbreviation** If you abbreviate the party name, it should appear in regular (non-bold) type, following the candidate name in mixed case, bold type.





COMMONWEALTH of VIRGINIA  
DEPARTMENT OF ELECTIONS

Christopher E. "Chris" Piper  
Commissioner

Libertarian Party of Virginia  
Libertarian Party State Chair: Joseph Paschal  
1601 Willow Lawn Drive, Suite 304, #1030  
Richmond, VA 23230

June 25, 2021

Dear Mr. Paschal,

This letter is to inform you that both the Liberation Party and the Libertarian Party have provided the required documents to be recognized on the ballots in November 2021. This poses an issue with the current style of abbreviating party names on the ballot (using the first letter of the party's name).

We are providing you the opportunity to let us know how you would like to be identified on the ballot. Please provide three suggested abbreviations for identification of the Libertarian Party on the ballot. We will make every effort to choose one of your three preferences to present to the State Board of Elections when they meet to determine party abbreviations in August. We do ask that you keep your suggestions to no more than three characters.

Please email your suggestions to [EA@elections.virginia.gov](mailto:EA@elections.virginia.gov) by Thursday, July 8, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Nichols".

Dave Nichols  
Elections Services Manager



COMMONWEALTH of VIRGINIA  
DEPARTMENT OF ELECTIONS

Christopher E. "Chris" Piper  
Commissioner

Liberation Party of Virginia  
Liberation Party State Chair: Princess Blanding  
PO Box 26371  
Richmond, VA 23260

June 25, 2021

Dear Ms. Blanding,

This letter is to inform you that both the Liberation Party and the Libertarian Party have provided the required documents to be recognized on the ballots in November 2021. This poses an issue with the current style of abbreviating party names on the ballot (using the first letter of the party's name).

We are providing you the opportunity to let us know how you would like to be identified on the ballot. Please provide three suggested abbreviations for identification of the Liberation Party on the ballot. We will make every effort to choose one of your three preferences to present to the State Board of Elections when they meet to determine party abbreviations in August. We do ask that you keep your suggestions to no more than three characters.

Please email your suggestions to [EA@elections.virginia.gov](mailto:EA@elections.virginia.gov) by Thursday, July 8, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Nichols".

Dave Nichols  
Elections Services Manager





1601 Willow Lawn Dr. Suite 304, #1030 – Richmond, VA 23230 | LPVirginia.org

Contact: [info@LPVirginia.org](mailto:info@LPVirginia.org)

### **Libertarian Party of Virginia Ballot Identification**

Good Morning,

We appreciate the Virginia Department of Elections' latest letter to the Libertarian Party of Virginia and their dedication to ballot clarity for voters. Ballot access and transparency is a tenant of sound elections and something the Libertarian Party takes seriously. As such, the Libertarian Party has consistently run candidates in Virginia for multiple decades, always with an "L" next to our name.

We believe the identification of "L" for Libertarian has long been used in Virginia and voters understand that "L" officially represents a vote for the Libertarian Party. We believe it would be unfair to ask our party to change the ballot identification of "L" after spending years establishing this familiarity with voters. As such, we request "L" for the Libertarian Party on all ballots in Virginia.

If, for a reason legal in nature, the Libertarian Party is not permitted to use the long established "L" identification, we request "LP" be used in place for Libertarian Party. As a final request, although it is longer than three characters, we would accept "LPVA" for ballot identification. Although we support "LP" and "LPVA" as alternatives if required legally, we would like to reiterate our long-earned ballot identification of "L" as our clear primary choice.

We do not wish this to be a multi-year abbreviation and request a chance to meet and discuss future ballot identifications should this situation arise in the future. We would also request clarification that the ballot will list the appropriate abbreviation with the full party spelled out on the ballot.

Please contact myself if there are any questions or concerns with our request.

In Liberty,

Joe Paschal  
Chair, Libertarian Party of Virginia



"Liberation is a human right, not a privilege."

7/2/2021

Attn: Department of Elections

Re: Abbreviations for the Liberation Party

Greetings Dave Nichols,

Per your request, please see our list of suggested abbreviation for the Liberation Party to be listed on the ballot for the November 2, 2021 election and moving forward. I am requesting that if the Department of Elections is not able to choose one of our three suggestions that you/ a staff member contact me so that our team can propose more suggestions. Please do not hesitate to contact me with any questions or concerns at: 804-824-1480 or email at [contact@princessblanding.com](mailto:contact@princessblanding.com).

Liberation Party abbreviation suggestions

LP

LTP

LBP

Princess Blanding

*Virginia Governor Candidate*

*Liberation Party State Chair*

Liberation Party  
P.O Box 26371  
Richmond, VA  
23260

Phone: 804-348-0515  
Email: [Contact@liberationparty.org](mailto:Contact@liberationparty.org)  
Website: [www.liberationparty.org](http://www.liberationparty.org)



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# Advisory Review Workgroup Update

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BOARD WORKING PAPERS  
Lisa Koteen Gercick



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# Closed Session

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# Public Comment

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