



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

# BOARD MEETING

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Tuesday, August 15, 2023

Pocahontas Building

Senate Room A

Richmond, VA

Video and Teleconference

Videoconference:

<https://covaconf.webex.com/covaconf/j.php?MTID=m93db2f868e18bc4ba27552daff1c2554>

Meeting password: QhM5qxGek64

Teleconference:

1-517-466-2023 US Toll

1-866-692-4530 US Toll-Free

Access Code: 2431 018 3800

**1:00 P.M.**

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**STATE BOARD OF ELECTIONS  
AGENDA**

**DATE: Tuesday, August 15, 2023**

**LOCATION: 900 E. Main St.**

***Pocahontas Building – Senate Room A***

***Richmond, VA 23219***

**TELECONFERENCE:**

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

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

***Access code: 2431 018 3800***

**VIDEO CONFERENCE:**

**[https://covaconf.webex.com/covaconf/j.php?MTID=m9](https://covaconf.webex.com/covaconf/j.php?MTID=m93db2f868e18bc4ba27552daff1c2554)**

**[3db2f868e18bc4ba27552daff1c2554](https://covaconf.webex.com/covaconf/j.php?MTID=m93db2f868e18bc4ba27552daff1c2554)**

***Password: QhM5qxGek64***

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

**I. CALL TO ORDER**

*John O'Bannon, Chairman*

**II. APPROVAL OF MINUTES**

*Georgia Alvis-Long, Secretary*

**A. June 27, 2023**

**B. July 5, 2023**

**III. PUBLIC COMMENT**

**IV. COMMISSIONER'S REPORT**

*Susan Beals*

*Commissioner*

**V. LOCALITY ELECTIONS SECURITY STANDARDS**

*Arielle A. Schneider*

*ELECT Privacy Officer*

**VI. CLOSED SESSION**

*Arielle A. Schneider*

**A. LESS 2024**

*ELECT Privacy Officer*

*Virginia Voter Registration*

*System Security Advisory Group*

*(VRSS)*

**VII. CAP POLICY**

*Rachel Lawless  
Confidential Policy Advisor  
Claire Scott  
ELECT Policy Analyst*

**VIII. RISK LIMITING AUDIT REPORT**

*Rachel Lawless  
Confidential Policy Advisor  
Claire Scott  
ELECT Policy Analyst*

**IX. SPLIT PRECINCT**

**A. Bedford County**

*Claire Scott  
ELECT Policy Analyst*

**X. OFFICER OF ELECTIONS TRAINING**

*Sarah Dally  
Training and Development  
Supervisor*

**XI. RECOUNT STANDARDS**

*Steven Koski  
ELECT Policy Analyst*

**XII. STAND BY YOUR AD**

- A. Clinton For VA - CC-23-00693 ( SoV)**
- B. Committee to Elect Kim Sudderth - CC-22-00660 (SoV)**
- C. O'Brien for Delegate - CC-22-00574 (HoD)**
- D. Rod Thompson for HD-84 - CC-22-00639 (HoD)**
- E. Gordon Metz (BoS)**
- F. FRIENDS OF CANDIDATE STONE - CC-23-00369 (BoS)**
- G. Friends of John Stanmeyer - CC-23-01054 (BoS)**
- H. Friends of Kenn Knarr - CC-23-00798 (BoS)**
- I. Friends of Tim Sansone for Sheriff - CC-23-00562 (Sheriff)**
- J. Friends of Tom McKenna - CC-23-00778 (CA)**
- K. Kyle Matt Moore for Sheriff - CC-22-00779 (Sheriff)**
- L. McCracken for BOS - CC-23-00983 (BoS)**
- M. Re-elect Laurel Garrelts - CC-23-00275 (SB)**
- N. Tonya Sibert for Commissioner of the Revenue - CC-23-00665 (CoR)**

*Tammy Alexander  
Campaign Finance Compliance  
and Training Supervisor*

**XIII. CLOSED SESSION**

**XIV. ADJOURNMENT**

**NOTE:** <https://townhall.virginia.gov/L/ViewMeeting.cfm?MeetingID=37228>

**Re. Entrance to the Washington Building**

All members of the public will be required to show his/her driver's license, passport or other government issued ID to enter the Building. All State employees must have on his/her state ID badge on at all times while in the building.

**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. individual requests for additional information**

Citizens seeking additional information related to matters on this agenda may submit questions to [info@elections.virginia.gov](mailto:info@elections.virginia.gov)

**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.



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STATE BOARD *of* ELECTIONS

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# Approval of Minutes

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BOARD WORKING PAPERS

1           The State Board of Elections (“the Board”) meeting was held on Tuesday, June 27, 2023  
2 in the Martha Brissette Conference Room of the Washington Building in Richmond, Virginia.  
3 The meeting also offered public participation through electronic communication so the remote  
4 public could view and hear the meeting. In attendance: John O’Bannon, Chairman; Rosalyn R.  
5 Dance, Vice Chair; and Matthew Weinstein, members; represented the State Board of Elections  
6 (“the Board”). Georgia Alvis-Long, Secretary and Delegate Merricks attended the meeting  
7 electronically. Susan J. Beals, Commissioner, represented the Department of Elections  
8 (“ELECT”), and Travis Andrews represented the Office of the Attorney General (“OAG”).  
9 Chairman O’Bannon called the meeting to order at 1:00 P.M.

10           The first item of business was Request for a Risk-Limiting Audit for the June 2023  
11 Primary Election presented by Rachel Lawless, Confidential Policy Advisor. *This memo is in the*  
12 *Working Papers for the June 27, 2023 Meeting.* Mr. Weinstein moved *that the State Board of*  
13 *Elections approve the request for a risk-limiting audit for the June 2023 Democratic Primary*  
14 *Race for the House of Delegates District 26 to be held on Wednesday, June 28, 2023 at 10:00*  
15 *AM at the office of the general registrar of Loudoun County with the risk limit set at 10%. Vice*  
16 *Chair Dance seconded the motion and the motion passed unanimously. A roll call vote was*  
17 *taken:*

18           Chairman O’Bannon – Aye

19           Vice Chair Dance – Aye

20           Secretary Alvis-Long – Aye

21           Mr. Weinstein – Aye

22           Delegate Merricks – Aye

23 Mr. Weinstein moved that *the State Board of Elections grants an extension for the*  
24 *Loudoun County Electoral Board’s certification of the June 2023 Democratic Primary Race for*  
25 *the House of Delegates District 26 until Friday, June 30, 2023.* Vice Chair Dance seconded the  
26 motion and the motion passed unanimously. A roll call vote was taken:

27 Chairman O’Bannon – Aye

28 Vice Chair Dance – Aye

29 Secretary Alvis-Long – Aye

30 Mr. Weinstein – Aye

31 Delegate Merricks – Aye

32 The second item of business is Generating the Random Seed Number for Risk Limiting  
33 Audits presented by Claire Scott, ELECT Policy Analyst. This report is in the Working Papers  
34 for the June 27, 2023 Meeting. Ms. Scott informed the Board that she, Taylor O’Sullivan, Emily  
35 Mynarski, and DeAundre Harris will be rolling the ten-sided dice to generate the random seed  
36 number and Phoenecia “Neci” Hill will be recording the seed number. The seed number is  
37 **74910486070357544777.**

38 Chairman O’Bannon opened the floor to public comment. Ann Grigorian addressed the  
39 Board.

40 Vice Chair Dance moved to adjourn the meeting. Mr. Weinstein seconded the motion and  
41 the motion passed unanimously. A roll call vote was taken:

42 Chairman O’Bannon – Aye

43 Vice Chair Dance – Aye

State Board of Elections  
June 27, 2023  
FINAL Meeting Minutes

44 Secretary Alvis-Long – Aye

45 Mr. Weinstein – Aye

46 Delegate Merricks – Aye

47 The meeting adjourned at 1:16 P.M.

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49 \_\_\_\_\_  
50 Chairman

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53 Vice-Chairman

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56 Secretary

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59 Board Member

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61 \_\_\_\_\_  
62 Board Member



1           The State Board of Elections (“the Board”) meeting was held on Wednesday, July 5, 2023  
2   in Senate Room A of the Pocahontas Building in Richmond, Virginia. The meeting also offered  
3   public participation through electronic communication so the remote public could view and hear  
4   the meeting. In attendance: John O’Bannon, Chairman; Rosalyn R. Dance, Vice Chair; Georgia  
5   Alvis-Long, Secretary and Delegate Merricks, member; represented the State Board of Elections  
6   (“the Board”). Matthew Weinstein attended the meeting electronically. Susan J. Beals,  
7   Commissioner, represented the Department of Elections (“ELECT”), and Travis Andrews  
8   represented the Office of the Attorney General (“OAG”). Chairman O’Bannon called the meeting  
9   to order at 1:00 P.M.

10           The first item of business was the Commissioner’s Report, presented by  
11   Commissioner Beals. Commissioner Beals stated that 66 localities held a Primary Election on  
12   June 20th. The Commissioner expressed her appreciation to the General Registrars, Electoral  
13   Boards, and the local Officers of Elections. Commissioner Beals stated that election days are  
14   usually 15 hours long, starting from 5:00 AM to 8:00 PM. The Commissioner stated that Virginia  
15   is one of the only states that have multiple Elections each year.

16           The second item of business was the approval of the minutes from the May 30, 2023 and  
17   June 20, 2023 Board Meetings, presented by Secretary Alvis-Long. Vice Chair Dance moved  
18   *that the Board approve the minutes from the May 30, 2023 and June 20, 2023 Board Meetings.*  
19   Delegate Merricks seconded the motion, and the motion passed unanimously. A roll call vote was  
20   taken:

21           Chairman O’Bannon – Aye

22           Vice Chair Dance – Aye

23           Secretary Alvis-Long – Aye

24 Mr. Weinstein – Aye

25 Delegate Merricks – Aye

26 The third item of business was the Certification of Election Results for the June 20, 2023  
27 Democratic and Republican Primary Elections presented by Paul Saunders, Elections and  
28 Registration Services Supervisor. *The results are in the Working Papers for the July 5, 2023*  
29 *Meeting.* Delegate Merricks moved *that the Board certify the results of the June 20, 2023*  
30 *Democratic and Republican Primary Elections as presented and declare the winners of each*  
31 *primary to be that party's nominee for the November 7, 2023 General Election.* Vice Chair  
32 Dance seconded the motion, and the motion passed unanimously. A roll call vote was taken:

33 Chairman O'Bannon – Aye

34 Vice Chair Dance – Aye

35 Secretary Alvis-Long – Aye

36 Mr. Weinstein – Aye

37 Delegate Merricks – Aye

38 The fourth item of business was the Candidate Filing Extension presented by Paul  
39 Sanders, Elections and Registration Services Supervisor. *This report is in the Working Papers for*  
40 *the July 5, 2023 Meeting.* The first request was from House of Delegates Democratic Candidate  
41 Gregory Maxwell of District 39. No motion was made. The second request was from House of  
42 Delegates Independent Candidate Sarah Elizabeth Mays of District 53. No motion was made.

43 The third request was from House of Delegates Democratic Candidate Jessica L.  
44 Rowland of District 74. No motion was made. The fourth request was from House of Delegates  
45 Independent Candidate Eric A. Sundberg of District 79. Mr. Sundberg addressed the Board. No

46 motion was made. The fifth request was from House of Delegates Independent Candidate,  
47 Michael Pertti Harned, District 80. No motion was made. The sixth request was from Senate of  
48 Virginia Democratic Candidate, H. Daniel Tomlinson, District 10. Mr. Tomlinson addressed the  
49 Board. No motion was made.

50 The seventh request was from House of Delegates Democratic Candidate Makya R. Little  
51 of District 19. No motion was made. The eighth request was from Christopher Woodfin,  
52 appearing on behalf of an Independent Candidate for the School Board of Clark County. No  
53 motion was made. Mr. Weinstein suggested that ELECT create a policy document with a set of  
54 expectations and post it on the ELECT website for the candidates to refer to.

55 The fifth item of business was the Split Precinct Waiver Requests presented by Claire  
56 Scott, ELECT Policy Analyst. Fluvanna County requested the first precinct waiver. *These*  
57 *documents are in the Working Papers for the July 5, 2023 Meeting.* Delegate Merricks moved  
58 *that the Board approve the split precinct waiver for Fluvanna County.* Vice Chair Dance  
59 seconded the motion, and the motion passed unanimously. A roll call vote was taken:

60 Chairman O'Bannon – Aye

61 Vice Chair Dance – Aye

62 Secretary Alvis-Long – Aye

63 Mr. Weinstein – Aye

64 Delegate Merricks – Aye

65 The second split precinct request was from Louisa County. *These documents are in the*  
66 *Working Papers for the July 5, 2023 Meeting.* Delegate Merricks moved *that the Board approve*

67 *the split precinct waiver for Louisa County.* Vice Chair Dance seconded the motion, and the  
68 motion passed unanimously. A roll call was taken:

69 Chairman O'Bannon – Aye

70 Vice Chair Dance – Aye

71 Secretary Alvis-Long – Aye

72 Mr. Weinstein – Aye

73 Delegate Merricks – Aye

74 The sixth item of business was the Delegations of Authority presented by Claire Scott,  
75 ELECT Policy Analyst. *This report is in the Working Papers for the July 5, 2023 Meeting.* Vice  
76 Chair Dance moved *that the Board approve the proposed Delegations of Authority 2023,*  
77 *pursuant to the Virginia Administrative Process Act, and I further move that all prior*  
78 *Delegations of Authority be rescinded.* Delegate Merricks seconded the motion, and the motion  
79 passed unanimously. A roll call vote was taken:

80 Chairman O'Bannon – Aye

81 Vice Chair Dance – Aye

82 Secretary Alvis-Long – Aye

83 Mr. Weinstein – Aye

84 Delegate Merricks – Aye

85 The seventh item of business was the CAP Policy presented by Rachel Lawless,  
86 Confidential Policy Advisor. *This report is in the Working Papers for the July 5, 2023 Meeting.*  
87 Mr. Weinstein moved *to defer the CAP Policy until the Tuesday, August 15, 2023 Meeting.* Vice

88 Chair Dance seconded the motion, and the motion passed unanimously. A roll call vote was  
89 taken:

90 Chairman O'Bannon – Aye

91 Vice Chair Dance – Aye

92 Secretary Alvis-Long – Aye

93 Mr. Weinstein – Aye

94 Delegate Merricks – Aye

95 Chairman O'Bannon opened the floor to public comment. Joan Potte, with League of  
96 Woman Voters, Anne Kinney, Ann Grigorian, Shelley Oberlander, and Nicholas Gothard  
97 addressed the Board.

98 At 1:41 P.M., Delegate Merricks, pursuant to Virginia Code Section 2.2-3711(A)(7),  
99 moved *that the Board go into closed session for the purpose of discussing pending and*  
100 *threatened litigation. In accordance with Section 2.2-3712(F), Susan Beals, Commissioner of*  
101 *Elections, Joshua Lief, and Travis Andrews of the Office of the Attorney General will attend the*  
102 *closed session because their presence will reasonably aid the Board in its consideration of the*  
103 *subject of the meeting.* Vice Chair Dance seconded the motion, and the motion passed  
104 unanimously. A roll call vote was taken:

105 Chairman O'Bannon – Aye

106 Vice Chair Dance – Aye

107 Secretary Alvis-Long – Aye

108 Mr. Weinstein – Aye

109 Delegate Merricks – Aye

110 At 1:58 P.M., Delegate Merricks moved *to reconvene the meeting in open session and*  
111 *take a roll call vote certifying that to the best of each member’s knowledge (i) only such public*  
112 *business matters lawfully exempted from open meeting requirements under this chapter and (ii)*  
113 *only such public business matters as were identified in the motion by which the closed meeting*  
114 *was convened were heard or discussed by the State Board of Elections.* Vice Chair Dance  
115 seconded the motion, and the motion passed unanimously. A roll call vote was taken:

116 Chairman O’Bannon – Aye

117 Vice Chair Dance – Aye

118 Secretary Alvis-Long – Aye

119 Mr. Weinstein – Aye

120 Delegate Merricks – Aye

121 The meeting adjourned at 2:00 P.M.

122 \_\_\_\_\_

123 Chairman

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125 Vice-Chair

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127 Secretary

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129 Board Member

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131 Board Member



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# Public Comment

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BOARD WORKING PAPERS



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# Commissioner's Report

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BOARD WORKING PAPERS  
Susan Beals  
Commissioner





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# Locality Elections Security Standards

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BOARD WORKING PAPERS  
Arielle Schneider  
ELECT Privacy Officer



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# Closed Session

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BOARD WORKING PAPERS



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# CAP Policy

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BOARD WORKING PAPERS

Claire Scott

ELECT Policy Analyst



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Memorandum

**To:** Chairman O'Bannon, Vice Chair Dance, Secretary Alvis-Long, Delegate Merricks, Mr. Weinstein  
**From:** Rachel Lawless, Confidential Policy Advisor  
**Date:** August 15, 2023  
**RE:** SBE Policy on the Counting and the Reporting Results of Absentee Ballots from a Central Absentee Precinct

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**Suggested Motion**

"I move that the Board adopt the proposed policy regarding the counting and reporting of absentee ballots in a central absentee voter precinct.

**Relevant Code Sections**

- 1VAC20-70-40
- Chapter 152 of the Acts of the 2023 General Assembly of the Commonwealth of Virginia

**Background:**

Chapter 152 of the 2023 Acts of Assembly of the Commonwealth of Virginia directs the State Board of Elections (SBE) to adopt a policy regarding the counting and a reporting of absentee ballots in central absentee voter precincts (CAP) in order to ensure that (i) the results of absentee ballots cast early in person are reported separately from mailed absentee ballots and are posted promptly on the State Board website and (ii) the results of all absentee ballots cast by voters are reported by precinct in accordance with the law and are posted on the State Board website *no later than noon on the seventh calendar day* following the election. The bill requires such policy to be adopted no later than **September 1, 2023**, and the Chairman of the House Senate Committees on Privileges and Elections to be notified of this policy within *seven* days of its adoption. <sup>1</sup>

The attached policy reflects current best practices within the Department and centralizes already existing guidance into one easily accessible policy document.

**Recommendation**

ELECT recommends that the SBE adopt the proposed policy regarding the counting and reporting of absentee ballots in a central absentee voter precinct.

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<sup>1</sup> Virginia, Acts of the General Assembly of the Commonwealth of Virginia, 2023, Chapter 152

## State Board of Elections Policy 2023-001

A meeting of the State Board of Elections was held on August 15, 2023, during which the following policy was proposed by the Department of Elections and approved by the State Board of Elections:

### COUNTING AND REPORTING RESULTS OF ABSENTEE BALLOTS FROM A CENTRAL ABSENTEE PRECINCT

**PURPOSE:** To establish a policy: (i) stating requirements related to pre-processing absentee ballots received prior to Election Day and processing absentee ballots on Election Day, and (ii) directing the Department of Elections to post the results of all absentee ballots cast during an election no later than noon on the seventh calendar day following an election (“Policy”).

**REFERENCES:** Va. Code §§[24.2-103\(A\)](#), [24.2-105.1](#), [24.2-603](#), [24.2-667.1](#), [24.2-709\(B\)](#), [24.2-709.1](#), and [24.2-712](#); Va. Admin. Code [1VAC20-70-40](#); Governor’s Acts of Assembly [Chapter 152](#); [State Board of Elections Delegations](#)

### GENERAL REQUIREMENTS AND POLICY ESTABLISHMENT

Pursuant to Chapter 152 of the 2023 Acts of Assembly, the State Board of Elections must adopt a policy regarding the counting and reporting of absentee ballots in a central absentee voter precinct to ensure that:

- (i) The results of absentee ballots cast early in person are reported separately from mailed absentee ballots and are posted promptly on the State Board [of Election] website;
- (ii) The results of all absentee ballots cast by voters are reported by precinct in accordance with § 24.2-667.1 of the Code of Virginia; and,
- (iii) The results in (ii) are posted no later than noon on the seventh calendar day following the election on the State Board of Elections website.

The statute directs the State Board of Elections to adopt the policy no later than September 1, 2023, and to notify the Chairmen of the House and Senate Committee on Privileges and Elections within seven business days of its adoption.

The State Board of Elections hereby adopts the following Policy:

#### I. COUNTING ABSENTEE BALLOTS FROM THE CENTRAL ABSENTEE PRECINCT

##### A. Pre-Election Day:

Pursuant to §24.2-709.1 and 1VAC20-70-40, absentee ballots received by the general registrar prior to Election Day shall be pre-processed, beginning no later than the seventh day prior to

Election Day, and ending on the Monday prior to Election Day.<sup>1</sup>

Primarily, the term “pre-processing” refers to the pre-Election Day process of removing absentee ballots from their “B Envelopes” and inserting those ballots into scanning equipment *without* initiating ballot count totals. Pre-processing must occur at a “pre-processing meeting.”

Pre-processing has two distinct periods with different obligations:

1. **Period 1: First day of absentee ballot voting through the Monday before the election.**

- a. During this period, the general registrar’s office is not obligated to pre-process absentee ballots (i.e. to hold a pre-processing meeting to run those ballots onto scanning equipment). However, many localities may wish to schedule pre-processing meetings during this period to reduce the workload as Election Day approaches.

2. **Period 2: Beginning the seventh day before the election.** Each locality *must* hold two mandatory pre-processing meetings on the following days:

- a. **On the Tuesday preceding an election:** The purpose of this meeting is to insert into the scanning equipment all absentee ballots received in their possession.

- i. If localities can pre-process all absentee ballots that were received *up until* the Tuesday preceding Election Day, then they **do not** need to hold another pre-processing meeting until either the Friday or Saturday before Election Day.

- ii. If they are **not able** to pre-process all absentee ballots that were received in their possession by the Tuesday before Election Day, then the locality must continue to meet daily until they pre-process all absentee ballots received by their office as of the Tuesday before Election Day.

- b. **Friday or Saturday before an election:** The purpose of this meeting is to pre-process any absentee ballots received since the pre-processing meeting held on Tuesday.

- i. If a locality can pre-process all the absentee ballots in their possession as of the date of this meeting, then they **do not** need to hold another pre-processing meeting.

- ii. If a locality is **not able** to pre-process all the absentee ballots in their possession as of the date of this meeting, then they should plan to hold a meeting on the Monday before Election Day.

3. **Pre-processing General Requirements:**

- a. **Officers of Election attendance requirement:** Pursuant to §24.2-709.1 at least *two* officers of election, one representing each political party, must be

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<sup>1</sup> Va. Code §24.2-709.1; Va. Admin. Code 1VAC20-70-40.

present at all pre-processing meetings. If circumstances prevent a general registrar from complying with this requirement, such failure shall not be grounds for contesting the election and shall not invalidate the absentee ballots.<sup>2</sup>

- b. **Political Party Chairs attendance requirement:** Even if localities are having a primary for only one party, they must give notice to **both** political party chairs of the times and places for each pre-processing meeting in sufficient time to allow for the authorized party representatives to be present.<sup>3</sup>
- c. No person present while sealed ballot envelopes are opened and ballots are inserted into scanning equipment shall disclose any information concerning the ballots.

## B. **Election Day:**

The Central Absentee Precinct (CAP) is established on Election Day to process any in-person absentee ballots not yet processed, absentee ballots received by the CAP on Election Day, and absentee ballots received at drop-off locations on Election Day.<sup>4</sup>

1. Pursuant to §24.2-712, the CAP will be open at 6:00 A.M. on Election Day or later at the discretion of the general registrar, provided all other statutory requirements are met; the CAP will close when the polls in the county or city close and shall proceed promptly to ascertaining and recording the results of the processed absentee ballots.<sup>5</sup>
2. Pursuant to §24.2-712, any absentee ballots that need to be hand counted, e.g. qualified absentee ballots that were rejected by the electronic voting system or Federal Write-in Absentee Ballots, are to be tallied at any time after noon, 12:00 P.M., on Election Day.<sup>6</sup>
3. Localities should continue to process all absentee ballots throughout Election Day or until 7:00 PM, whichever comes first.<sup>7</sup>
  - a. If absentee ballots need to be processed after the close of polls, those ballots will be included in the Post-Election Central Absentee Precinct and precinct-level breakdowns. This includes ballots postmarked on Election Day which are processed after Election Day but received before noon on the third day following an election, pursuant to §24.2-709(B).<sup>8</sup>

## II. **REPORTING RESULTS OF ABESNTEE BALLOTS FROM THE CENTRAL ABSENTEE PRECINCT**

- A. After the polls have closed at 7:00 PM, localities will initiate ballots totals.<sup>9</sup>

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<sup>2</sup> Va. Code §24.2-709.1

<sup>3</sup> Virginia Administrative Code 1VAC20-70-40 (6)

<sup>4</sup> Va. Code §24.2-712.

<sup>5</sup> Va. Code §§24.2-712(E), (G).

<sup>6</sup> Va. Code §24.2-712(D).

<sup>7</sup> Va. Code §§24.2-603, -712(E).

<sup>8</sup> Va. Code §24.2-709(B).

<sup>9</sup> Va. Code §24.2-712(E).

1. The *consolidated total* of both in-person and mailed-in absentee ballots, processed as of Election Day, will be entered into the election night reporting system on the night of the election.
2. The election night reporting system will allow for the number of absentee ballots received in-person during early voting and the number of absentee ballots received by mail to be reported separately pursuant to §24.2-667.1.<sup>10</sup>

On the night of the election, the consolidated totals will be separated by precinct as time allows. All absentee ballot totals by precinct will be provided by no later than noon, 12:00 P.M., on the seventh day following the election.<sup>11</sup>

- B. Based on locality inputs, the Department of Elections will post these separated absentee ballot results on its website for the public.<sup>12</sup>
- C. The Department of Elections will provide guidance documents to all localities regarding the standards and processes for the CAP including how to enter results in the electronic voter registration system, before every election.

### **III. REPORTING THE RESULTS OF ALL ABSENTEE BALLOTS CAST BY VOTERS IN AN ELECTION ON THE DEPARTMENT OF ELECTIONS WEBSITE**

The State Board of Elections has delegated authority to the Department of Elections to maintain a website where results for each election will be posted for the public.<sup>13</sup> This includes the results of all absentee ballots cast in an election pursuant to §§24.2-105.1 and 24.2-667.1.<sup>14</sup> To ensure prompt reporting of these results, the Department of Elections will post the results of all absentee ballots cast in an election to its website no later than noon, 12:00 P.M., on the seventh day following an election, pursuant to §24.2-667.1.<sup>15</sup> The Department of Elections will provide guidance to localities regarding this policy to ensure that the reporting deadline is met.

**EFFECTIVE DATE:** This policy will become effective immediately upon adoption by the State Board of Elections. Upon adoption, this policy will be posted on the Virginia Regulatory Town Hall website and on the Department of Elections' website as soon as practicable. Notice of adoption of the Policy shall be sent to the Chairmen of the House and Senate Committee on Privileges and Elections within seven business days of its adoption.

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<sup>10</sup> Va. Code §24.2-667.1.

<sup>11</sup> Va. Code §24.2-667.1; 2023 Acts of Assembly Chapter 152.

<sup>12</sup> Va. Code §§ 24.2-105.1, -667.1.

<sup>13</sup> Va. Code §24.2-105.1, -667.1; *See also* State Board of Elections Guidance Documents, Delegations, <https://townhall.virginia.gov/L/gdocs.cfm?agencynumber=132>.

<sup>14</sup> Va. Code §§24.2-105.1, -667.1

<sup>15</sup> 2023 Acts of Assembly Chapter 152





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# Risk Limiting Audit Report

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BOARD WORKING PAPERS  
Rachel Lawless  
Confidential Policy Advisor  
Claire Scott  
ELECT Policy Analyst



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STATE BOARD *of* ELECTIONS

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**Memorandum**

**To:** Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Delegate Merricks, and Mr. Weinstein

**From:** Rachel Lawless Confidential Policy Advisor, Claire Scott, Policy Analyst

**Date:** August 15, 2023

**Re:** The June 2023 Risk-Limiting Audit Report

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***Applicable Code Sections***

§24.2-671.2 Risk-limiting audits

***Overview***

Pursuant to §24.2-671.2(D) of the Code of Virginia, the Virginia Department of Elections (ELECT), the Loudoun County Office of Elections and Voter Registration, and the Loudoun County Electoral Board coordinated a pre-certification risk-limiting audit (RLA) of ballots cast in the June 2023 Democratic Primary for House of Delegates District 26. Today, ELECT is announcing the successful completion of the RLA with the risk limit of 10% being met in the first round of counting. In addition to facilitating the audits, §24.2-671.2 also requires ELECT to submit a report to the State Board of Elections that details the results of the audit and provides an analysis of any detected discrepancies. The report is attached to this memorandum.

***Results and Findings***

A representative sample of 10 batches of ballots cast in the election was chosen at random and counted by hand to verify the accuracy of machine counts. The risk limit was met in the first round of counting with over a 90% confidence rate.

***Attachments***

The June 2023 Risk-Limiting Audit Report



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STATE BOARD  
*of* ELECTIONS

# June 2023 Risk-Limiting Audit Report

AUGUST 15, 2023

VIRGINIA DEPARTMENT OF ELECTIONS

## Executive Summary

Pursuant to §24.2-671.2(D), a local electoral board may request a risk-limiting audit (RLA) of a contested race that is wholly contained within the jurisdiction of the local electoral board.<sup>1</sup> On June 21, 2023, the Loudoun County Electoral Board (LCEB) met and voted unanimously to request a risk-limiting audit of the June 2023 Democratic Primary for House of Delegates District 26 (HD-26 Primary).<sup>2</sup> The request was then submitted to the Virginia Department of Elections (ELECT) for review.

ELECT reviewed the request under the Virginia Administrative Code.<sup>3</sup> Finding the request sufficient, the State Board of Elections (SBE) called an emergency meeting for June 27, 2023, at 1:00 PM at the Washington Building in Richmond, Virginia. At the meeting, the SBE approved the request, set the risk limit to 10%, and granted an extension of the LCEB's certification deadline for the HD-26 Primary to Friday, June 30, 2023.<sup>4</sup>

The LCEB and the General Registrar of Loudoun County held the RLA at the office of the General Registrar beginning at 10:00 AM. Ten (10) precincts were randomly chosen by the RLA software, Arlo, an audit software supported by VotingWorks, a non-profit, nonpartisan organization, to perform the statistical calculations and manage the data for the audit.<sup>5</sup> The RLA successfully met the risk limit in the first round of counting, confirming the accuracy of the results reported by the voting system.<sup>6</sup>

## The Batch Comparison Process

The batch comparison method compares randomly selected batches of ballots to the reported results of an election to confirm the outcome of the election was correctly reported. Each batch is hand tallied by an audit review board and later uploaded into Arlo.<sup>7</sup> The batch comparison method was adopted by the SBE during its March 7, 2023 meeting as a method available for local electoral board requests pursuant to §24.2-671.2(D).<sup>8</sup>

### State Board of Elections Meeting

On June 27, 2023, the SBE held an emergency meeting to discuss the LCEB's request submitted on the *SBE 671.2(D) Form*, grant an extension for the LCEB's certification of the race to be audited, set the risk limit, and generate the random seed number. The LCEB requested that the RLA be conducted using the batch comparison method, which is a method that was approved by the SBE on March 7, 2023, for use in RLAs.

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<sup>1</sup> See Code of Virginia, [§24.2-671.2\(D\)](#).

<sup>2</sup> See attached Loudoun County SBE 671.2(D) Form Request for a Risk-Limiting Audit. See also attached [Map of House of Delegates District 26](#).

<sup>3</sup> See Virginia Admin. Code, [1VAC20-60-80](#).

<sup>4</sup> See Virginia Department of Elections YouTube Channel, [June 27, 2023 Emergency State Board of Elections Meeting](#).

<sup>5</sup> See attached Arlo, RLA Report for June 2023 Democratic Primary for House of Delegates District 26. The report states that 17 batches were selected, but 7 of these batches Arlo selected multiple times. This is common for Arlo to choose a batch multiple times, no matter the RLA method selected. In a batch comparison method RLA, it is unnecessary to count a batch multiple times, despite the batch being chosen multiple times.

<sup>6</sup> *Id.*

<sup>7</sup> See VotingWorks, [Arlo](#).

<sup>8</sup> See Code of Virginia, [§24.2-671.2\(D\)](#). See SBE, Meeting Agenda and Minutes for [March 7, 2023](#).

The SBE unanimously approved the LCEB's *SBE 671.2(D) Form* and granted an extension for the LCEB's certification of the race to Friday, June 30, 2023.<sup>9</sup> The SBE unanimously set the risk limit to 10%, as has been the case for every RLA performed in the Commonwealth since RLAs were approved for use under Virginia law.<sup>10</sup> Pursuant to §24.2-671.2(A), "risk limit" means the largest probability that the risk-limiting audit will fail to correct an election outcome that differs from the outcome that would be found by a full manual tabulation of the votes on all ballots cast in the contested race." A 10% risk limit means that there is a 90% chance that the audit will correct an incorrect outcome.

The 20-digit random seed number, for use by Arlo to randomly select a sample of ballots to be audited, was generated at the SBE meeting by a group of ELECT staff representing multiple divisions within the Department; to generate the seed number, ELECT staff took turns rolling twenty, 10-sided dice, once per dice. The random seed number generated was 74910486070357544777.<sup>11</sup>

Arlo estimated that a sample size of 10 batches of ballots was required for the HD-26 Primary. The required sample size for an RLA is impacted by the risk limit and the margin in the audited race; in this case, the margin of victory between the two candidates was 35.58%.<sup>12</sup>

### Submission of ELECT 659 Form

Prior to the audit, the Loudoun County General Registrar was required to submit an *ELECT-659* form. An *ELECT-659* form is a request to inspect sealed election materials held by the Clerk of the Circuit Court and is required in an RLA to access ballots for auditing. ELECT approved the *ELECT-659* form, provided signature authorization, and returned it to the General Registrar. The General Registrar presented it to the Clerk of the Circuit Court and obtained the necessary ballots from the HD-26 Primary

### Creation of Ballot Manifest

The General Registrar then created a ballot manifest, which is an inventory of every ballot in a locality.<sup>13</sup> A ballot manifest is presented in a two-column spreadsheet that includes a list of the "Batch Name" (column A) and the "Number of Ballots" (column B).<sup>14</sup> All types of ballots are included (in-person, mail-in, provisional, etc.) in the manifest.

### Create a Candidate Totals by Batch Document

Unlike all other RLAs previously performed in the Commonwealth, the General Registrar was required to provide a *Candidate Totals by Batch Document*. This document provides the number of votes cast for each candidate in an election; Arlo uses this document as part of the batch selection process and compares the number of votes cast to the number of votes tallied during the RLA. The *Candidate Totals by Batch Document* is a spreadsheet, which has 3 or more columns. The first column (column A) lists the batch names as stated in the ballot manifest's column A.<sup>15</sup> The next 2 or more columns are for each of the candidates on the ballot as well as write-ins.<sup>16</sup> For this race, there were no write-ins for the HD-26 Primary, as write-ins are not allowed in primaries.<sup>17</sup>

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<sup>9</sup> See Virginia Department of Elections YouTube Channel, [June 27, 2023 Emergency State Board of Elections Meeting](#).

<sup>10</sup> *Id.*

<sup>11</sup> *Id.*

<sup>12</sup> See ELECT, [Virginia Department of Elections - Election Night Reporting](#).

<sup>13</sup> See Loudoun County Ballot Manifest.

<sup>14</sup> See VotingWorks, [Ballot Manifest - Arlo \(voting.works\)](#).

<sup>15</sup> See VotingWorks, [Candidate Totals by Batch - Arlo \(voting.works\)](#).

<sup>16</sup> *Id.*

<sup>17</sup> See Loudoun County Candidates by Total. See Code of Virginia, [§24.2-529](#).

## Upload the Ballot Manifest and the Candidate Totals by Batch Document

Once the ballot manifest and the candidate totals by batch document were created, the General Registrar saved the manifest as a csv file and sent the documents to ELECT. Once the documents were reviewed, they were uploaded into Arlo, and the RLA was launched.

### Batch Retrieval List and Tally Sheets:

Loudoun County received a list of batches to review directly from Arlo; ten (10) batches were selected for review.<sup>18</sup> The General Registrar was able to download a set of tally sheets corresponding to the batches selected by Arlo that would allow each audit review board to record the counts for each candidate as the ballots were reviewed during the RLA.

### Audit Review Board Selection

The audit review boards were made up of officers of election that had served during the June 2023 Primary. These officers were chosen as they were known to be efficient, organized, and well-versed in the election process. Those officers with the most experience and efficiency were given the larger batches to review. For example, one audit review board was given the task of reviewing the central absentee precinct, which has the largest number of boxes to review with 8 boxes in total. Other audit review boards reviewed up to 3 batches based on the size of those batches and how efficiently the audit review board reviewed the batches given to them.

## Loudoun County's Setup for the Batch Comparison RLA

### *Room Organization*

The office of the Loudoun County General Registrar has a large training room with a connected smaller training room that was utilized for the RLA. In the center of the large training room were 6 tables, one for each audit review board, with 2 chairs on opposite sides of the tables (one for each member of the audit review board). Along one wall, a set of tables separated a section of the room from the center of the room; this area was designated for members of the public and press to observe the audit reviews without interrupting or interfering with the RLA. To the right of the public observation area, a set of tables lined the wall; this area was for the members of the electoral board to observe the audit review boards and confer with each other during the RLA. To the right of this set of tables, another set of tables was placed along the wall; tech and administrative support as well as the General Registrar and Deputy General Registrar of Loudoun County were stationed at these tables.

In the connecting smaller training room, the batches of ballots required for the RLA were stacked behind a table. A member of the General Registrar's staff and a member of the Clerk of the Circuit Court of Loudoun County's office were stationed at this table to check in and check out batches of ballots to and from the audit review boards.

### *Audit Review Board Stations*

Each audit review board station was provided the same materials for use in their review of the batches of ballots. The items at the table included:

- Taped pieces of paper with the names of each of the candidates, undervotes, overvotes, and ballots needing to be adjudicated further
- A copy of Virginia's Guide to Hand-Counting Ballots<sup>19</sup>
- Pens or other writing utensils

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<sup>18</sup> See Arlo, RLA Report for June 2023 Democratic Primary for House of Delegates District 26.

<sup>19</sup> See ELECT, [Virginia-Guide-to-Handcounting-Ballots---Rev-May-2023.pdf](#).

- Tally sheets
- Rubber fingerguards

### *Chain of Custody*

One audit review board at a time went into the smaller training room to retrieve their batch of ballots. At the check-in/check-out station, a member of the General Registrar’s office and a member of the Clerk of the Circuit Court’s office controlled the release of batches to the audit review boards. Both members of the audit review board went to the check-in/check-out station; one member would sign out the assigned batch on the check-in/check-out sheet. Upon completion of the review of the assigned batch, both audit review board members took the completed batch back to the check-in/check-out station, and a member of the audit review board signed the check-in/check-out sheet.

### Results of the RLA

The RLA for the HD-26 Democratic Primary successfully confirmed the reported election results with the 10% risk limit being met in the first round of counting.<sup>20</sup> During the auditing of 9,702 ballots from the 10 precincts audited, a total of 5 instances were discovered in which valid votes were incorrectly counted as undervotes by the voting system in the election.<sup>21</sup> Having some instances of incorrectly reported undervotes is to be expected, as the voting systems are set to a certain degree of sensitivity for determining whether a mark on a ballot is a vote. Setting the sensitivity too low would lead to marks (not intended to be votes) incorrectly being counted as votes, and setting the sensitivity too high would lead to more valid votes (that may be marked faintly) being rejected as undervotes, slowing the voting process at polling places. The setting is configured and recommended by the electronic voting system vendor and the designated custodian for the locality.

### Lessons Learned

Outside of an initial RLA pilot program conducted in 2018 in Fairfax, this was the first batch comparison method performed in the Commonwealth and the first RLA performed for a primary election. Following are some lessons learned that can be used to improve the RLA process in the future.

### Adjudication of Ballots

The RLA’s purpose is to check the machines correctly reported the outcome of the election. As part of this procedure, ballots counted by the voting system as undervotes and overvotes must be adjudicated to determine whether the intent of the voter to cast a vote for a candidate can be determined. ELECT has developed standards to determine voter intent in the Virginia Guide to Hand-Counting Ballots (“Guide”).<sup>22</sup> These standards are more commonly used to assess ballots that require hand counting and cannot be processed by an electronic voting system.

During the HD-26 primary, 5 undervotes were found during the RLA process.<sup>23</sup> As the audit boards came across the undervotes, they set the ballots aside and review them individually using the Guide. If the audit board was unsure about the voter’s intent, the LCEB reviewed the ballot with the Guide and made a determination regarding the voter’s intent. Using the Guide, it was determined that 4 out of the 5 undervotes were for the victor of the primary; these votes were reflected in the abstract presented and certified by the SBE.<sup>24</sup> While the RLA Manual (“Manual”) does not go into depth about the adjudication

<sup>20</sup> See Arlo, RLA Report for June 2023 Democratic Primary for House of Delegates District 26.

<sup>21</sup> *Id.*

<sup>22</sup> See ELECT, [Virginia-Guide-to-Handcounting-Ballots---Rev-May-2023.pdf](#).

<sup>23</sup> See Arlo, RLA Report for June 2023 Democratic Primary for House of Delegates District 26.

<sup>24</sup> *Id.* See SBE, Meeting Agenda for [July 5, 2023](#).

of the undervotes and overvotes during the RLA process, ELECT will clarify the adjudication of ballots during an RLA in the Manual. Additionally, ELECT will work with Arlo to improve the batch tally sheets used by audit review boards to include spaces to account for undervotes or overvotes.

### Authorized Representatives

At the HD-26 Primary, the Loudoun County Republican Party sent one authorized representative to observe the process. The Code of Virginia, §24.2-671.2, is silent regarding authorized representatives and their role in RLAs.<sup>25</sup> Following the process laid out in §24.2-671, the authorized representative was given the same level of access they would receive during the canvass process.<sup>26</sup> The authorized representative was prohibited from speaking to the audit review boards or otherwise disturbing the RLA process. The authorized representative was given access to observe the RLA process within the central area of the room where the audit review boards were sorting and counting the ballots to be audited. Further clarification will be needed regarding the role of authorized representatives during the RLA process.

### Batch Sizes and Audit Review Board Workloads

In the batch comparison method, batches of ballots are the size of a precinct. Therefore, all ballots cast at a precinct will be included in the ballot manifest for the RLA, even if those ballots do not have the race that is being audited. Central Absentee Precincts (CAP) typically contain the most ballots, as they encompass all early voting ballots and all precincts within a jurisdiction.

In this RLA, the race selected for audit was not featured on the ballot of every precinct. Since the CAP was selected as a batch for audit, the audit review boards had to first sort the ballots in the CAP to find those that contained the race. CAP contained the largest number of ballots (all the absentee ballots cast via early voting, mail-in, and dropped off on Election Day).<sup>27</sup> The audit review board assigned to the CAP had 8 boxes to sort. The audit review board sorted through several thousand ballots to find the few hundred ballots that contained the race. As other audit review boards began finishing their precincts, the CAP audit review board was still sorting the ballots. The decision was made to allow other audit review boards to help with sorting the ballots from CAP.

In the future, the Manual should address the use of multiple audit review boards for a single precinct, especially if the precinct has a significant number of ballots. Arlo provides tally sheets that can be copied and used by multiple audit review boards. Additionally, Arlo allows for multiple tally sheets to be submitted for a single batch. Local electoral boards should also consider if a potential race for audit appears on every ballot within their jurisdiction; if it does not, they may have to sort ballots when auditing the CAP. Clarification regarding these processes and considerations can be added to the Manual in the future.

### RLAs for Primaries

As was noted in the Manual, RLAs for primary races are not recommended by ELECT. The timeline for an RLA is truncated after a primary relative to a general election. In November 2022, the localities of southwest Virginia had 9.5 business days from November 16, the day of the RLA selection, to December 1, the last business day to conduct the RLA.<sup>28</sup> Five (5) business days were built into the process to conduct the RLA and allow time for subsequent rounds of counting.<sup>29</sup>

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<sup>25</sup> See Code of Virginia [§24.2-671.2](#).

<sup>26</sup> See Code of Virginia [§24.2-671](#).

<sup>27</sup> See Loudoun County Ballot Manifest.

<sup>28</sup> See ELECT, [November 2022 General Election RLA Report](#).

<sup>29</sup> *Id.*



The request for an RLA of the HD-26 Primary was received 2 days after the election on Thursday, June 22.<sup>30</sup> As this request was unexpected and the SBE was not scheduled to meet until July 5 to certify the election, an emergency meeting of the SBE had to be arranged.<sup>31</sup> The earliest the SBE emergency meeting could be arranged was Tuesday, June 27.<sup>32</sup> This further shortened the timeline, leaving 4 days to create the necessary documents, upload those documents, launch the RLA, conduct the RLA, and leave enough time in case of subsequent rounds of counting if the risk limit was not met in the first round. The RLA must be completed before certification of the audited election.<sup>33</sup> Certification dates for the SBE are set by statute; the SBE does not have the authority to delay certification for the RLA or any other reason unless otherwise specified in the Code of Virginia.<sup>34</sup>

The general registrar and deputy general registrar were aware of the timeline and had previously read the Manual regarding the batch comparison method. They had to coordinate very quickly with the Clerk of Court's office to be able to retrieve the required ballots and have personnel from the Clerk of Court's office assist with the RLA process. The general registrar found that there were only certain dates and times when the Clerk of Court would be able to assist with RLA, causing further scheduling difficulties.

With the number of ballots to process and the number of audit review boards, the RLA was able to be completed in about 3.5 hours. While this was quicker than expected, the number of ballots cast is significantly less than what would be cast during a general election. For the HD-26 Primary, 5,588 ballots were cast.<sup>35</sup> In 2021, during the last general election for the General Assembly, 41,667 ballots were cast in the HD-87 district (the old district similar to the new HD-26 district).<sup>36</sup> While the RLA was able to be performed within a day, it is still not recommended for use in a primary due to the chance that subsequent rounds of counting may be necessary in future RLAs or if Arlo requires a full hand tally of the ballots in the first round of counting; both situations would require more time in an already short timeline.

### Locality-wide Races vs. District-based Races

As previously mentioned, the HD-26 Primary had ballot batches containing ballots that did not have the audited race. The necessary separation of these ballots caused a delay in the counting process of the batch comparison RLA. In the future, local electoral boards may consider applying for an RLA of races that are locality-wide such as a Commonwealth's Attorney or Clerk of Court race. This will ensure that all the ballots in the audit will have the race on the ballot, eliminating the need to sort ballots by race on the ballot.

## Conclusion

The audit of the June 2023 Democratic Primary for the House of Delegates District 26 confirmed that the results of the election were accurately reported. The accurate results are a credit to the hard work of election administrators, staff, and volunteers and further exemplify the integrity and security of elections in Virginia.

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<sup>30</sup> See Loudoun County SBE 671.2(D) Form, June 2023.

<sup>31</sup> See Regulatory Town Hall, [Emergency State Board of Elections Meeting - June 27, 2023](#).

<sup>32</sup> *Id.*

<sup>33</sup> See Code of Virginia §24.2-671.2.

<sup>34</sup> See Code of Virginia §24.2-534. See also Code of Virginia §24.2-679.

<sup>35</sup> See ELECT, [House of Delegates District 26 Results by Precinct](#).

<sup>36</sup> See ELECT, [November 2021 General Assembly Results](#) (HD-87).

RLAs are an important tool in reassuring the public that their voices are heard in the democratic process. ELECT remains a leader nationally in the administering of risk-limiting audits and intends to build on this success in the years to come to ensure safe, secure, fair, and free elections in the Commonwealth.



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# Split Precinct

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BOARD WORKING PAPERS

Claire Scott

ELECT Policy Analyst



★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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## Memorandum

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To: Chairman O'Bannon, Vice Chair Dance, Secretary Alvis-Long, Delegate Merricks, Mr. Matthew Weinstein  
From: Claire Scott, Policy Analyst  
Date: August 15, 2023  
Re: Split Precinct Waiver Request for Bedford County

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***Suggested Motion:***

"I move that the State Board of Elections approve the split precinct waiver for Bedford County."

***Applicable Code Sections:***

§24.2-307 Requirements for county and city precincts

***Split Precinct Background***

The Code of Virginia authorizes the State Board of Elections (SBE) to grant a waiver to administer a split precinct, if the governing body of a locality is unable to establish a precinct with the minimum number of registered voters without splitting the precinct, pursuant to §24.2-307. For a county, the minimum is 100 registered voters, and for a city, the minimum is 500 registered voters.

Waivers must be requested by the governing body of a locality. This is often accomplished by a formal resolution passed by the governing body or by documenting the approval to request a waiver in the governing body's signed meeting minutes. These documents are submitted to ELECT by the general registrar of the locality along with the *SBE-307 Split Precinct Waiver* form. A locality may only administer a split precinct for elections held in the year the waiver is granted; therefore, a new waiver is required each calendar year.

***Attachments:***

Split Precinct Waiver Request from Bedford County  
Split Precinct Waiver Resolution from the Board of Supervisors of Bedford County

***ELECT Staff Recommendation:***

Staff recommends the approval of the split precinct waiver for Bedford County.

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Pursuant to Virginia Code § 24.2-307, split precincts must be eliminated in any congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city, unless a waiver is granted by the State Board.

A locality may only administer a split precinct for elections held in the year the waiver is granted (i.e. you must request a new waiver each year), and the governing body of the locality must approve to apply for a waiver to administer a split precinct.

Please type the information below. **Requests must be received at least two (2) weeks before the next scheduled State Board meeting to be heard at that meeting.**

Locality: Bedford County Date: June 28, 2023

Contact Name/Title: Barbara Gunter, General Registrar Phone Number: 540-586-7649

Email Address: bgunter@bedfordcountyva.gov

Date the Governing Body's Meeting Occurred: June 26, 2023

Supporting Documentation (Please Attach):

Governing Body's Resolution

Governing Body's Meeting Minutes

Any Previous Waiver Requests Submitted?  Yes  No

If Yes, When? February 15, 2023

Was it Granted?  Yes  No

Precinct #	Precinct Name/District	Please explain the reason for the waiver request and include the number of voters impacted.
604	Bedford Welcome Center	The Town of Bedford annexed a portion of the County effective July 1, 2023, and because the house district followed the previous town boundary, the newly annexed area now creates a split house district when those voters are pulled into the Town voting precinct.
		Attached diagram shows the House boundary line in orange following the previous Town boundary. The circled area is now a part of the Town precinct, but creates a split by House district.

\*You may add additional pages/rows if more space is required.

Total population of split is 69.



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on June 26, 2023, beginning at 7:00 pm:

<u>MEMBERS:</u>	<u>VOTE:</u>
Edgar Tuck, Chair	Yes
Tammy Parker, Vice Chair	Yes
Mickey Johnson	Yes
Charla Bansley	Yes
John Sharp	Yes
Tommy Scott	Yes
Bob Davis	Yes

On motion of Supervisor Sharp, seconded by Vice Chair Parker, which carried by a vote of 7-0, the following was adopted:

**A RESOLUTION  
REQUESTING A WAIVER FROM THE STATE BOARD OF ELECTIONS TO OPERATE  
A SPLIT PRECINCT FOR ANY ELECTION HELD IN 2023**

**WHEREAS**, Section 24.2-307 of the Code of Virginia, 1950, as amended (the “Virginia Code”), mandates that “each precinct shall be wholly contained within a single Congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city”; and

**WHEREAS**, the County of Bedford, Virginia, (the “County”) has a split precinct, 604-Bedford Welcome Center (the “split precinct”); and

**WHEREAS**, the Virginia Code requires that the Board of Supervisors (the “Board”) establish precinct boundaries to be consistent with any Congressional district, Senate district, House of Delegates district, and local district; and

**WHEREAS**, the Town of Bedford (the “Town”) has annexed a portion of the County effective July 1, 2023, and the County is unable to establish local redistricting boundaries that eliminate the split precinct within the Town’s precinct 604-Bedford Welcome Center ; and

**WHEREAS**, Section 24.2-307 of the Virginia Code requires the Board apply for a waiver from the State Board of Elections to administer the split precinct for any election held in 2023 .

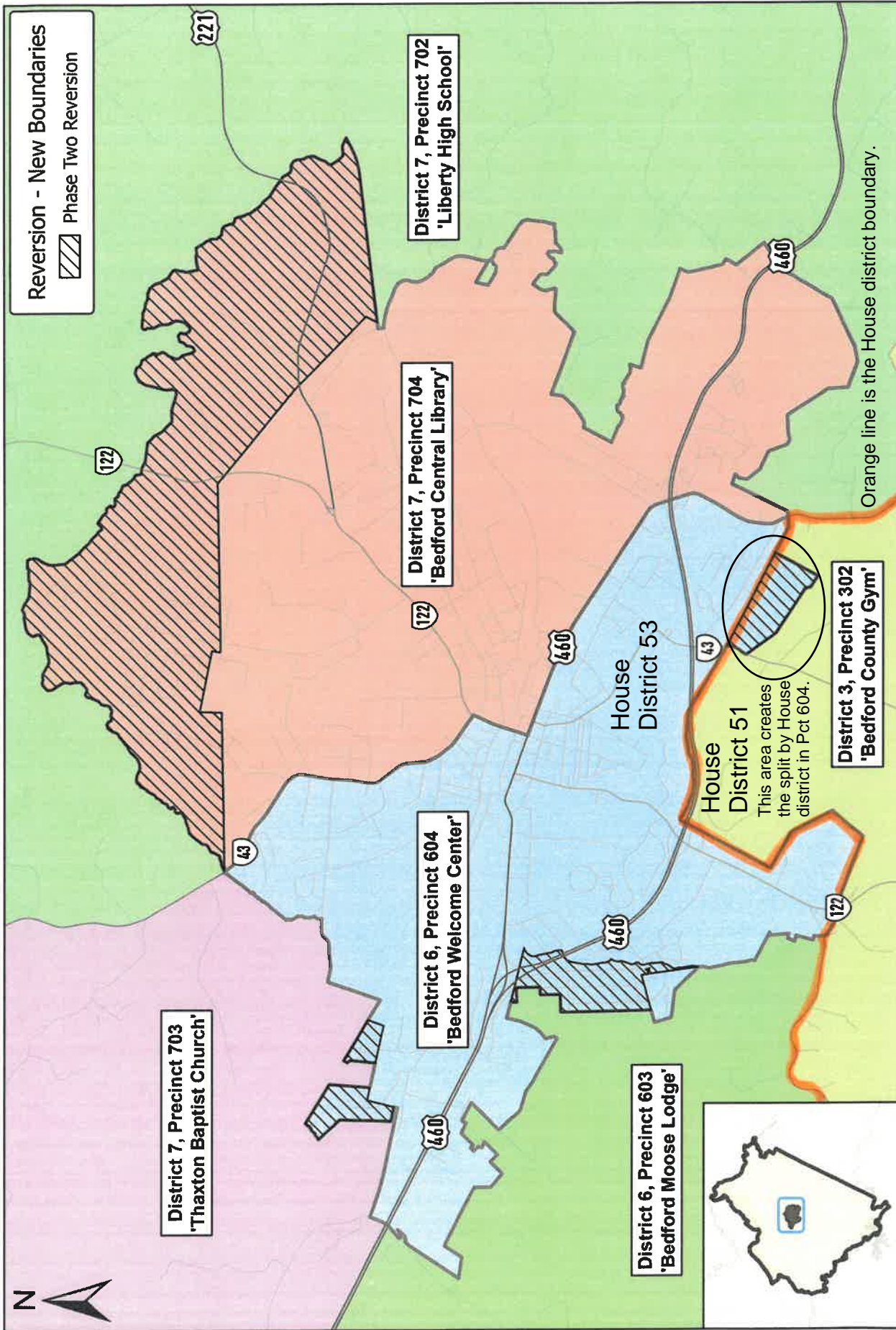
**NOW, THEREFORE, BE IT RESOLVED**, by the Bedford County Board of Supervisors, that the

Bedford County Director of Elections and General Registrar is authorized to submit a request for a waiver from the State Board of Elections, pursuant to 24.2-307 of the Code of Virginia to administer 604-Bedford Welcome Center precinct as a split precinct for any election held in 2023.

A Copy-Teste:

A handwritten signature in blue ink, appearing to read "Robert Hiss", is written over a horizontal line.

Robert Hiss  
County Administrator



## Town of Bedford - Reversion Phase Two: Voting District and Precinct Changes





At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on July 24, 2023, beginning at 7:00 pm:

<u>MEMBERS:</u>	<u>VOTE:</u>
Edgar Tuck, Chair	Yes
Tammy Parker, Vice Chair	Yes
Mickey Johnson	Yes
Charla Bansley	Yes
John Sharp	Yes
Tommy Scott	Yes
Bob Davis	Yes

On motion of Supervisor Scott, seconded by Supervisor Johnson, which carried by a vote of 7-0, the following was readopted:

**AN ORDINANCE TO ADJUST VOTING DISTRICT LINES**

**WHEREAS,** on December 18, 2012, a Special Court, duly constituted and convened as provided in Chapter 30, Section 15.2-3000, et seq. of Title 15.2 of the Code of Virginia, entered into a Final Order Validating and Affirming a Voluntary Settlement, to wit: the Voluntary Settlement Agreement of Transition of Town Status and Other Related Issue Between the City of Bedford and the County of Bedford (the “Agreement”); and

**WHEREAS,** Section 9.1 of the Agreement provides that the Town of Bedford may adjust its boundaries to incorporate portions of certain areas of Bedford County, collectively referred to as “Phase II Boundary Adjustment Areas”, in accordance with the requirements of Article IX of the Agreement; and

**WHEREAS,** Section 9.7 of the Agreement provides that parcels in the Phase II Boundary Adjustment Areas that have not already become part of the Town of Bedford pursuant to Section 9.2 thereof shall automatically become part of the Town ten years after the effective date of the Phase I Boundary Adjustment, upon the Town’s adoption of an ordinance providing for such incorporation of remaining portions of the Phase II Boundary Adjustment Areas therein, and that ten year period expired at midnight on June 30, 2023; and

**WHEREAS,** on May 23, 2023, Town Council enacted such an ordinance to accomplish said boundary adjustment effective July 1, 2023, effectively incorporating certain remaining portions of the Phase II Boundary Adjustment Area; and

WHEREAS, said boundary adjustment necessitates Redistricting of certain election districts to insure equal representation; and

WHEREAS, the Redistricting maps and detailed descriptions have been displayed in the Bedford County Administration building, on the County’s website and in the Central Bedford Public Library and the ordinance text has been duly advertised; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of the County of Bedford as follows:

**Chapter 6  
ELECTIONS**

- Art. I. In General, §§ 6-1 - 6-10**
- Art. II. Election Districts, §§ 6-11 - 6-35**
  - Div. 1. Generally, §§ 6-11 - 6-17**
  - Div. 2. Boundaries, §§ 6-18 - 6-35**
- Art. III. Precincts and Polling Places, §§ 6-36 - 6-49**
  - Div. 1. Generally, §§ 6-36 - 6-41**
  - Div. 2. Precinct Boundaries, §§ 6-42 - 6-49**

**ARTICLE I. IN GENERAL**

**Secs. 6-1 - 6.10. Reserved.**

**ARTICLE II. ELECTION DISTRICTS**

**DIVISION 1. GENERALLY**

**Sec. 6-11. Established.**

The election districts of the county, with population of each set forth as of the 2020 United States Census, **as adjusted to account for the Town of Bedford Phase II Boundary Adjustment**, are as follows:

<u>District</u>	<u>Population</u>
Election District No. 1 .....	11,354
Election District No. 2 .....	11,351
Election District No. 3 .....	11,230-69=11,161 with -227 deviation
Election District No. 4 .....	11,600
Election District No. 5 .....	11,363
Election District No. 6 .....	11,662+7=11,669 with 281 deviation
Election District No. 7 .....	10,902-7=10,895 with -493 deviation

**Target population was 11,388. Deviation of 5% is 569. All changes are still within the +/- 5% target.**

**Sec. 6-12. One supervisor to be elected from each district.**

One supervisor shall be elected from each election district created by this article by the qualified voters thereof.

**Sec. 6-13 - 6-17. Reserved.**

## DIVISION 2. BOUNDARIES

### Sec. 6-18. Generally.

The boundaries of the election districts of the county are shown on a map attached to the ordinance from which this article is derived and full written descriptions of such boundaries are set forth in the following section of this division.

### Sec. 6-19. District No. 1.

The boundaries of Election District No. 1 shall be as follows:

Beginning at a point on the Bedford-Botetourt County line where the American Electric Power Company Troutville-Smith Mountain Transmission Line intersects the County boundary; continuing southeast along the transmission line for 2.7m to an unnamed creek; continuing southeast Route 635 (Jeters Chapel Rd.); then southeast and east along Jeters Chapel Road to Route 619 (Jordantown Rd.); then .1m east on Jordantown Road to Route 635 (Lovers Ln.); then southeast on Lovers Ln. to Sweet Shrub Ln.; then east on Sweet Shrub Ln. to Daffodill Dr.; then south on Daffodill Dr. to Farmer Ln.; then southeast on Farmer Ln. .2m; then north and east to Beaverdam Creek; then north and west on Beaverdam Creek for 1 mile to Lick Mountain Dr.; then east on Lick Mountain Dr. .4m to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then southeast along the transmission line to Locust Ridge Dr.; then along Locust Ridge Dr. to Walnut Shell Dr.; then north, east, and south on Walnut Shell Dr. to Wagon Ln.; then east on Wagon Ln. to Pineview Dr.; then northeast to Springfield Dr.; then east on Springfield Dr. to Route 755 (Nemmo Rd.); then south on Route 755 (Nemmo Rd.) to the transmission line; then southeast along the transmission line for 2.8m to Route 746 (Dickerson Mill Rd.); then northeast and east on Route 746 (Dickerson Mill Rd.) to Route 749 (Mead Valley Rd./Meadors Spur Rd.); then south on Route 749 (Mead Valley Rd./Meadors Spur Rd.) to Route 655 (Diamond Hill Rd.); then south on Diamond Hill Rd. to Route 122 (Moneta Rd.); then southwest on Moneta Rd. and continuing to the Bedford-Franklin County line (Roanoke River); then west along the boundary between Bedford and Franklin County, and north and west along the boundaries of Roanoke and Botetourt County at the point where the American Electric Power Company Troutville-Smith Mountain Transmission Line intersects the County boundary, the point of beginning.

### Sec. 6-20. District No. 2.

The boundaries of Election District No. 2 shall be as follows:

Beginning at a point on the Bedford-Franklin County line (Roanoke River), then northeast and north on Route 122 (Moneta Rd.) to Route 655 (Diamond Hill Rd.); then northwest on Diamond Hill Rd. to Route 749 (Mead Valley Rd./Meadors Spur Rd.); then north on Mead Valley Rd. to Route 746 (Dickerson Mill Rd.); then north and west on Dickerson Mill Rd. to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest along the transmission line 1.7m to a point along the transmission line at 37.267, -79.712, then following along a north, slight northeast direction along unnamed mountain ridges and slopes to; Bore Auger Creek; then following in a east direction along Bore Auger Creek, crossing Route 754 (Saunders Grove Dr.); then continuing east along Bore Auger Creek to Goose Creek; then south and north along Goose Creek to Route 684 (Rocky Ford Rd.); then east on Rocky Ford Rd. to Route 691 (Robertson Rd.); then east along Robertson Rd. to Route 746 (Dickerson Mill Rd.); then northeast on Dickerson Mill Rd. to Route 680 (Wheatland Rd.); then north on Wheatland Rd. to the power line; then southeast on power line to Route 122 (Moneta Rd.); then south on Moneta Rd. to Route 747 (Joppa Mill Rd.); then east on Joppa Mill Rd. to Route 860 (Bunker Hill Loop); then south on Bunker Hill Loop to Route 747 (Old Country Rd.); then southeast on Old Country Rd. to Wells Creek; then east and southeast along Wells Creek to Machine Creek; then south and southeast along Machine Creek to Route 722 (Phelps Rd.); then east and southeast on Phelps Rd. to Route 43 (Virginia By-Way/Shingle Block Rd.); then south and southeast on Route 43 to Route 24 (Wyatts Way); then south and east then north and east

on Wyatts Way to Big Otter River; then southeast along Big Otter River to the boundary line between Bedford and Campbell County; then southwest along the Bedford-Campbell County boundary line to Leesville Lake at the mouth of Anthony Mill Creek; then west along the boundary between Bedford and Campbell County, Pittsylvania County, and Franklin County to a point on the Bedford County-Franklin County line, the point of beginning.

**Sec. 6-21. District No. 3.**

The boundaries of Election District No. 3 shall be as follows:

Beginning at a point on Route 622 (Waterlick Rd.) at the Bedford-Campbell County line, then southwest along the Bedford-Campbell County boundary line to Big Otter River, then west on Big Otter River to Route 24 (Wyatts Way); then south, west, and north on Wyatts Way to Route 43 (Virginia By-Way/Shingle Block Rd.); then then north on Route 43 (Virginia By-Way/Shingle Block Rd.); then northwest on Route 725 (Phelps Rd.) to Machine Creek; then west and northwest along Machine Creek to Wells Creek; then west along Wells Creek to Route 747 (Old County Rd.); then northwest along Old County Rd. to Route 860 (Bunker Hill Loop); then north on Bunker Hill Loop to Route 747 (Joppa Mill Rd.); then west on Joppa Mill Rd. to Route 122 (Moneta Rd.); then north on Moneta Rd. to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest on power line to Fiddler Creek; then north on Fiddler Creek to Fairfield Rd.; then southeast on Fairfield Rd. to Route 746 (Dickerson Mill Rd.); then northeast on Dickerson Mill Rd. to the Bedford Town boundary; then north and east along Town boundary to intersection of **Route 43 (Virginia Byway); then southeast approximately 2,747 feet; then north approximately 1,216 feet encompassing area around Stratford Dr. in Smithfield subdivision; then follow southern boundary of the Town to** Route 714 (Falling Creek Rd.); then south along Falling Creek Rd. to the old abandoned landfill road; then northeast along the abandoned road to an unnamed branch of Poor House Creek; then north along the unnamed branch to Poor House Creek; then northeast on Poor House Creek to Little Otter River; then north and east along Little Otter River to US Routh 460 (East Lynchburg-Salem Tpke.); then east along East Lynchburg Salem Tpke. to Big Otter River; then north along Big Otter River to Elk Creek; then northeast along Elk Creek, crossing Routes 668 (Goode Rd.), 643 (Bellevue Rd.) and Route 622 (Everett Rd.) to an unnamed branch connecting to Old Elkton Dr. then following east and south to Big Maple Dr.; then south on Big Maple Dr. to Otterview Rd.; then southeast on Otterview Rd. to Route 622 (Everett Rd.); then following Everett Rd. to power line; then south along power line for 1.26m to a farm road connecting to Route 811 (Thomas Jefferson Rd.) approximately .4m north of Route 1645 (Smoketree Dr.), then northeast on Thomas Jefferson Rd. to Route 622 (Waterlick Rd.); then southeast on Waterlick Rd. to the Bedford-Campbell County line, the point of beginning.

**Sec. 6-22. District No. 4.**

The boundaries of Election District No. 4 shall be as follows:

Beginning at a point where Route 663 (Perrowville Rd.) intersects with the American Electric Power Company Lynchburg-Roanoke (East-West) Transmission line; then northeast along the transmission line to a point where the transmission line meets Ivy Creek; then south along Ivy Creek, continuing along Ivy Creek and then Ivy Lake to a point where Ivy Lake meets (generally) the end of Haines Point Ter.; then north along Haines Point Ter. to Eastwind Dr.; then continuing along Eastwind Dr. to the intersection of Route 1262 (Ivy Lake Dr.); then south and southwest along Ivy Lake Dr. to a point where Ivy Lake Dr. intersects with Ivy Creek; then southeast, east and northeast along Ivy Creek to Route 621 (Cottontown Rd.); then east and south on Route 621(Cottontown Rd.) to the Norfolk Southern railroad; then northeast along the railroad to the boundary of Bedford County and City of Lynchburg; then southeast along the boundary line between Bedford County and City of Lynchburg, then south along the Bedford-Campbell County boundary line to Route 622 (Waterlick Rd.); then northwest on Route 622 (Waterlick Rd.) to Route 811 (Thomas Jefferson Rd.); then south on Route 811 (Thomas Jefferson Rd.) to a farm road connecting approximately .4m north of Route 1645 (Smoketree Dr.); then west on the farm road to a powerline; then

following north along the power line for 1.26m to Route 622 (Everett Rd.); then east on Everett Rd. to Otterview Rd.; then north and west on Otterview Rd. to Big Maple Drive; then northwest on Big Maple Drive to an unnamed branch; then following the unnamed branch north and west, crossing Old Elkton Dr., and continuing to Elk Creek; then following Elk Creek north to Route 221 (Forest Rd.); then following Forest Road to Route 663 (Perrowville Rd.); then north and west on Perrowville Rd. to the intersection with the American Electric Power Company Lynchburg-Roanoke (East-West) Transmission line, the point of beginning.

**Sec. 6-23. District No. 5.**

The boundaries of Election District No. 5 shall be as follows:

Beginning at a point on the boundary line between Bedford County and the City of Lynchburg at the Norfolk Southern spur line; then south along the railroad to its intersection with Route 621 (Cottontown Rd.); then northwest along Route 621 (Cottontown Rd.) to Ivy Creek; then west along Ivy Creek to the point where Ivy Creek meets Route 1262 (Ivy Lake Dr.); then northeast and north along Ivy Lake Dr. to Eastwind Dr.; then along Eastwind Dr. to Haines Point Ter.; then south to the end of Haines Point Ter. to a point where Haines Point Ter. meets Ivy Lake (generally). Then north along Ivy Lake and then Ivy Creek the American Electric Power Company Lynchburg-Roanoke (East-West) Transmission line; then west along the transmission line to Route 663 (Perrowville Rd.); then north on Route 663 (Perrowville Rd.) to Route 644 (Coffee Rd.); then west along Route 644 (Coffee Rd./Old Cifax Rd./Lankford Mill Rd.) to Big Otter River; then west along Big Otter River, then Sheep's Creek, to Route 43 (Peaks Rd.); then northwest on Peaks Rd. to the Blue Ridge Parkway; then northwest along the Blue Ridge Parkway to the boundary between Bedford, Botetourt, Rockbridge, and Amherst Counties to the City of Lynchburg; then south along the boundary line with the City of Lynchburg to the Norfolk Southern spur line, the point of beginning.

**Sec. 6-24. District No. 6.**

The boundaries of Election District No. 6 shall be as follows:

Beginning at a point on the Blue Ridge Parkway at the boundary between Bedford and Botetourt Counties; then east along the County line to a point north of the Royal Ambassador Camp Lake and south of the Blue Ridge Parkway, being the crest of McFalls Mountain; then southwest along the crest of McFalls Mountain to the summit of Campbell's Mountain and then continuing south, crossing Route 680 (Murrells Gap Rd.) in Murrells Gap; then south along Peaks Shadow Rd., continuing south on an unimproved road to the end of Route 692 (Cool Springs Rd.); then south on Route 692 (Cool Springs Rd.) to Route 717 (Murray Hollow Rd.); then southwest on Route 717 (Murray Hollow Rd.) to Route 689 (Irving Rd.); then west on Route 689 (Irving Rd.) to Route 460 (W Lynchburg-Salem Tpke.); then east on Route 460 (W Lynchburg-Salem Tpke.) to the Bedford Town boundary; then north, east, and northeast along City boundary to Route 43 (Peaks St.); then following south on Peaks St. to Bridge St.; then south on Bridge St. to E Main St.; then east on E Main St. to Link Rd.; then south on Link Rd. to the Town boundary; then north and west and southwest on the Town boundary to Route 746 (Dickerson Mill Rd.); then west and southwest on Dickerson Mill Rd. to Fairfield Rd.; then west on Fairfield Rd to Fiddler Creek; then southwest on Fiddler Creek to power line; then northwest on power line to Route 680 (Wheatland Rd.); then south on Wheatland Rd. to Route 746 (Dickerson Mill Rd.); then southwest on Dickerson Mill Rd. to Route 691 (Robertson Rd.); then west on Robertson Rd. to Route 684 (Rocky Ford Rd.); then west and south on Rocky Ford Rd. to Goose Creek; then following Goose Creek south and then north to Bore Auger Creek; then following south and slight southwest direction along unnamed mountain ridges and slopes to a point at 37.267, -79.712 on the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest along the transmission line to Route 755 (Nemmo Rd.); then northwest on Route 755 (Nemmo Rd.) to Springfield Dr., then west on Springfield Dr. to Pineview Dr.; then southwest on Pineview Dr. to Wagon Ln; then northwest along Wagon Ln to Walnut Shell Dr.; then north, west and south on Walnut Shell Dr. to Locust Ridge Dr.; then southwest on Locust Ridge Dr. to the transmission line; then northwest along transmission line to Lick Mountain Dr.; then northwest along Lick Mountain Dr.

to Beaverdam Creek; then following Beaverdam Creek, then southwest to Farmer Ln.; then northwest on Farmer Ln to Daffodill Dr.; then north on Daffodill Dr. to Sweet Shrub Ln.; then west on Sweet Shrub Ln. to Lovers Ln.; then north on Lovers Ln. to Jordantown Rd., the west on Jordantown Rd. to Jeters Chapel Rd.; then northwest on Jeters Chapel Rd., to the transmission line; then northwest along the transmission line to the boundary line between Bedford and Botetourt Counties; then north along the Bedford-Botetourt County line to a point on the Blue Ridge Parkway, the point of beginning.

**Sec. 6-25. District No. 7.**

The boundaries of Election District No. 7 shall be as follows:

Beginning at a point where US 460 (E Lynchburg Salem Tpke.) intersects the Little Otter River; then east on US 460 (E Lynchburg Salem Tpke.) to the intersection where Rt 460 crosses the Big Otter River; then north on the Big Otter River to Elk Creek; then east and north along Elk Creek to its intersection with Route 221 (Forest Rd.); then east on Forest Rd. to Route 663 (Perrowville Rd.); then northwest on Perrowville Rd. to (Old Cifax Rd.); then west and south along Route 644 (Old Cifax Rd./Lankford Mill Rd.) to the Big Otter River; then west and north along Big Otter River (Sheep's Creek) to Route 43 (Peaks Rd.); then northwest on Route 43 (Peaks Rd.) to the Blue Ridge Parkway; then northwest along the Blue Ridge Parkway on the County boundary along the Botetourt County line to a point north of the Royal Ambassador Camp Lake and south of the Blue Ridge Parkway, being the crest of McFalls Mountain; then southwest along the crest of McFalls Mountain to the summit of Campbell's Mountain and then continuing south, crossing Route 680 (Murrells Gap Rd.) in Murrells Gap; then south along Peaks Shadow Rd., continuing south on an unimproved road to the end of Route 692 (Cool Springs Rd.); then south on Route 692 (Cool Springs Rd. to Route 717 (Murray Hollow Rd.); then southwest on Route 717 (Murray Hollow Rd.) to Irving Rd., then west on Irving Rd. to Rt 460; then east on Route 460 to the Bedford Town boundary; then north, east, and northeast along Town boundary to Route 43 (Peaks St.); then following south on Peaks St to Bridge St.; then south on Bridge St. to E Main St.; then east on E Main St. to Link Rd.; then south on Link Rd to Falling Creek Rd.; then south on Route 714 (Falling Creek Rd.) to the old abandoned landfill road; then northeast along the abandoned road to an unnamed branch of Poor House Creek; then northeast on Poor House Creek to Little Otter River; then north and east along Little Otter River to a point of intersection with US Route 460, (Lynchburg-Salem Turnpike), the point of beginning.

**Sec. 6-26 - 6-35. Reserved.**

**ARTICLE III. PRECINCTS AND POLLING PLACES  
DIVISION I. GENERALLY**

**Sec. 6-36. Established.**

The election precincts shall be named according to the polling place location, as follows:

**ELECTION DISTRICT NO. 1**

Precinct/Polling Place

Goodview Elementary School  
Hardy Volunteer Fire Company  
Chamblissburg Baptist Church  
Barnhardt Baptist Church  
Diamond Hill Baptist Church

**ELECTION DISTRICT NO. 2**

Precinct/Polling Place  
Bedford Christian Church  
Staunton River High School  
EastLake Community Church  
Huddleston Elementary School  
Saunders Volunteer Fire Company

ELECTION DISTRICT NO. 3

Precinct /Polling Place  
New London Academy  
Bedford County Gym  
Forest Alliance Church  
Freedom Baptist Church  
Forest Fire Station #2

ELECTION DISTRICT NO. 4

Precinct/Polling Place  
Forest Elementary School  
Thomas Jefferson Elementary School  
Pleasant View Baptist Church  
Forest Recreation Center

ELECTION DISTRICT NO. 5

Precinct Name/Polling Place  
Big Island Elementary School  
Suck Spring Baptist Church  
Boonsboro Elementary School  
Boonsboro Ruritan Club

ELECTION DISTRICT NO. 6

Precinct Name/Polling Place  
Montvale Elementary School  
Shady Grove Fire Department  
Bedford Moose Lodge  
Bedford Welcome Center

ELECTION DISTRICT NO. 7

Precinct Name /Polling Place  
Goode Rescue Squad  
Liberty High School  
Thaxton Baptist Church  
Bedford Central Library  
Mountain View Church

**Sec. 6-37 - 6.41. Reserved.**

DIVISION 2. PRECINCT BOUNDARIES

**Sec. 6-42. Generally**

The boundaries of the election precincts of the county are shown on map attached to the ordinance from which this article is derived and full written descriptions of such boundaries are set forth in the following sections of this division.

**Sec. 6-43. District No. 1 precincts.**

The boundaries of the precincts in Election District No. 1 shall be as follows:  
Goodview Elementary School Precinct:

Beginning at a point on the Bedford-Botetourt County line where Route 24 (Stewartsville Rd.) crosses said boundary, then southeast along Route 24 (Stewartsville Rd.) to Route 653 (Mill Iron Rd.); then south on Route 653 (Mill Iron Rd.) to Kates Creek; then following Kates Creek north and then southwest to Beaverdam Creek; then south to the Roanoke River; then following the Roanoke River to the County boundary; then west and north along the County boundary between Bedford and Franklin County to the confluence of the Roanoke River and Falling Creek; then northwest along Falling Creek to Rt. 619 (Turner Branch Rd); then west on Rt. 619 (Turner Branch Rd) to Rt 634 (Hardy Rd); then west on Rt 634 (Hardy Rd) to the Bedford County – Roanoke County boundary; then north along Bedford County – Roanoke County boundary to the intersection with Route 24 (Stewartsville Rd.), the point of beginning.

Hardy Fire and Rescue:

Beginning at a point on the Bedford-Roanoke County line at Route 634 (Hardy Road); then south along the boundary line to the intersection with the Franklin County boundary line, on the Roanoke (Staunton) River; then east along the Bedford-Franklin County line to the mouth of Falling Creek; then northwest along Falling Creek to Route 619 (Turner Branch Road); then west on Rt. 619 (Turner Branch Rd) to Rt 634 (Hardy Rd); then west on Rt 634 (Hardy Rd) to the Bedford County – Roanoke County boundary, the point of beginning.

Chamblissburg Baptist Church:

Beginning at a point on the Bedford-Franklin County line at the mouth of Beaverdam Creek; then north along Beaverdam Creek to the mouth of Kates Creek; then along Kates Creek to Route 653 (Mill Iron Road); then north along Route 653 (Mill Iron Road), to Route 24 (Stewartsville Road); then east on Route 24 (Stewartsville Road) to Route 746 (Dickerson Mill Rd.), then northeast along Dickerson Mill Rd., to Route 749 (Mead Valley Rd.), then south on Route 749 (Mead Valley Rd.) to Route 608 (Emmaus Church Rd.), then northwest on Emmaus Church Rd. to Rt. 757 (Goodview Town Rd.); then southwest on Rt. 757 (Goodview Town Rd.) to Rt 616 (Horseshoe Bend Rd.), then south on Route 616(Horseshoe Bend Rd.) to Snidow Dr.; then southeast on Snidow Dr. to the County Line between Bedford and Franklin County; then follow the Roanoke River to Falling Creek and Falling Creek to a point on the Bedford-Franklin County line at the mouth of Beaverdam Creek, the point of beginning.

Barnhardt Baptist Church:

Beginning at a point on the Bedford-Botetourt County line where Route 24 (Stewartsville Rd.) crosses said boundary, then southeast along Route 24 (Stewartsville Rd.) to Route 746 (Dickerson Mill Rd.); then north on Dickerson Mill Rd. to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest along the transmission line to Route 755 (Nemmo Rd.); then northwest on Route 755 (Nemmo Rd.) to Springfield Dr., then west on Springfield Dr. to Pineview Dr.; then southwest on Pineview Dr. to Wagon Ln.; then west on Wagon Ln to Walnut Shell Dr.; then north, west and south on Walnut Shell Dr. to Locust Ridge Dr.; then southwest on Locust Ridge Dr. to the transmission line; then northwest along transmission line to Lick Mountain Dr.; then northwest along Lick Mountain Dr. to Beverdam Creek; then south on Beaverdam Creek, then southeast to Farmer Ln.; then northwest to Daffodill Dr.; then north to Sweet Shrub Ln.; then west to Lovers Ln.; then north to



Jordantown Rd., the west to Jeters Chapel Rd.; then northwest on Jeters Chapel Rd., to the transmission line; then northwest along the transmission line to the boundary line between Bedford and Botetourt Counties; then south along the Bedford-Botetourt County line to a point where Route 24 (Stewartsville Rd.) crosses said boundary, the point of beginning.

Diamond Hill Baptist Church:

Beginning at a point on the Bedford-Franklin County boundary where Route 122 (Moneta Rd.) meets the Roanoke River; then continuing northwest along the west bank of the Roanoke River; then in a northwest direction to the end of Hales Creek Dr.; then west on Hales Creek Dr. to Snidow Dr.; then following north along Snidow Dr. to Route 616 (Horseshoe Bend Rd.); then north on Route 616 (Horseshoe Bend Rd.) to Route 757(Goodview Town Rd.); then northeast on Route 757(Goodview Town Rd.) to Route 608 (Emmaus Church Rd.); then southeast on Emmaus Church Rd. to Route 749 (Meadors Spur Rd.); then south on Meadors Spur Rd. to Route 655 (Diamond Hill Rd.), then southeast on Route 655 (Diamond Hill Rd.)to Route 122; then south on 122 to the Bedford-Franklin County boundary at the Roanoke River, the point of beginning.

**Sec. 6.44. District No. 2 precincts.**

The boundaries of the precincts in Election District No. 2 shall be as follows:

Bedford Christian Church:

Beginning at a point where Route 691(Shepherds Store Rd.) intersects with Route 746 (Dickerson Mill Rd.); then north on Dickerson Mill Rd. to Route 680 (Wheatland Rd.); then north on Wheatland Rd. to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then southeast (generally) along the transmission line to Route 122 (Moneta Rd.); then south on Moneta Rd. to Joppa Mill Rd; then east on Joppa Mill Rd. to Bunker Hill Loop; then south on Bunker Hill Loop to Old Country Rd; then southeast on Old Country Rd. until it crosses Wells Creek; then follow Wells Creek east for 1 mile; then head in a southern direction to reach a point where Montevideo Rd. crosses Machine Creek; then south on Machine Creek to Phelps Rd; then southeast on Phelps Rd. to Route 43 (Virginia Byway); then south on Route 43 (Virginia Byway) to Shingle Block Rd; then southwest on Shingle Block Rd. to Rock Cliff Rd.; then north on Rock Cliff Rd. to Route 122 (Moneta Rd.); then south and west on Route 122 (Moneta Rd.) for about 0.27 miles to a point on the road; then following a northwest direction for about 0.74 miles to Mob Creek; then southwest on Mob Creek to Goose Creek; then northwest on Goose Creek to Route 747 (Joppa Mill Rd.); then northeast on Joppa Mill Rd. to Route 691 (Shepherds Store Rd.); then northwest on Shepherds Store Rd. to the intersection with Route 746 (Dickerson Mill Rd.), the point of beginning.

Staunton River High School:

Beginning at a point where Route 746 (Dickerson Mill Rd.) intersects with the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest along the transmission line 1.7m to a point along the transmission line at 37.267, -79.712, then following along a north, slight northeast direction along unnamed mountain ridges and slopes to Bore Auger Creek; then following in a east direction along Bore Auger Creek, crossing Route 754 (Saunders Grove Dr.); then continuing east along Bore Auger Creek to Goose Creek; then south and north along Goose Creek to Route 684 (Rocky Ford Rd.); then east on Rocky Ford Rd. to Route 691 (Robertson Rd.); then east along Robertson Rd. to Route 746 (Dickerson Mill Rd.); then northeast on Route 746 (Dickerson Mill Rd.) to Route 691 (Shepherds Store Rd.); then south on Shepherds Store Rd. to Route 747 (Joppa Mill Rd.); southwest on Joppa Mill Rd. to Goose Creek; then south on Goose Creek to Mob Creek; then east on Mob Creek for 1.19 miles; then following a southeast direction to a point along Route 122 (Moneta Rd.) at 37.23, -79.54; then south and west on Route 122 to the intersection with the Railroad; then northwest along the Railroad to the intersection with Route 749 (Meadors Spur Rd./Mead Valley Rd.); then north on Meador Spur Rd. to Route 746 (Dickerson Mill Rd.);

then west on Dickerson Mill Rd. to the American Electric Power Company Troutville-Smith Mountain Transmission Line, the point of beginning.

#### EastLake Community Church:

Beginning at a point on the Bedford-Franklin County line (Roanoke River), then northeast and north on Route 122 (Moneta Rd.) to Route 655 (Diamond Hill Rd); then northwest on Diamond Hill Rd. to Route 749 (Meadors Spur Rd.); then north on Meadors Spur Rd. to the Railroad; then southeast along the Railroad to the intersection with Route 122 (Moneta Rd.); then northeast on Moneta Rd. to Route 735 (Rock Cliff Rd.); then southeast on Rock Cliff Rd. to Route 24 (Shingle Block Rd.); then east on Shingle Block Rd. to Route 732 (Headens Bridge Rd.); then south on Headens Bridge Rd. to Route 731 (Gladdy Branch Rd.); then south on Gladdy Branch Rd. to Gladder Branch creek then south along Gladder Branch creek to the Railroad; then west along the Railroad to Goose Creek; then following Goose Creek west to Bold Branch Creek; then southwest along Bold Branch Creek to Foster Farm Ln.; then south on Foster Farm Ln. to Route 737 (Ayers Rd.); then southwest on Ayers Rd. to Route 608 (White House Rd.); then south on White House Rd. to Route 835 (Skyway Dr.); then south and west on Skyway Dr. to the Roanoke River; then north and west along the Bedford-Franklin County line (Roanoke River) to Route 122 (Moneta Rd.), the point of beginning.

#### Huddleston Elementary School

Beginning at the point where Route 24 (Wyatts Way) crosses Big Otter River; then southeast along Big Otter River to the Bedford-Campbell County line; then south on the Bedford-Campbell County line to Leesville Lake; then continuing on the Bedford-Pittsylvania County line for about 1.84 miles to a point along the line; then following a northern direction to where the transmission line intersects a branch of Leesville Lake (south of Mill Creek); then northeast on the transmission line to Long Branch creek, then north on Long Branch creek for about 0.6 miles to a fire trail; then northeast along this fire trail to a point at 37.09, -79.46; then continuing north from the field to Old Firetrail Rd.; then west on Old Firetrail Rd. to Ridgewood Rd., then north on Ridgewood Rd. to an unnamed branch; then north along the unnamed branch to Carter Mill Creek; then west along Carter Mill Creek to the mouth of Clover Creek, west of Route 734 (Dundee Road); then west along Clover Creek to Route 732 (Clover Creek Road); then northwest along Route 732 (Clover Creek Road) to Route 626 (Smith Mountain Lake Pky.); then north on Route 626 (Smith Mountain Lake Pky.) to Stone Mountain Rd.; then west on Stone Mountain Rd. to collection of unnamed branches in The Meadows of Goose Creek; then north along the branches, crossing the transmission line, to Rockcastle Creek; then north on Rockcastle Creek Headens Bridge Rd.; then north on Headens Bridge Rd. to Goose Creek; then east along Goose Creek to the railroad, then along the railroad to an unnamed branch of Goose Creek; then north on the unnamed branch of Goose Creek to Gladdy Branch Rd.; then north on Gladdy Branch Rd. to Headens Bridge Rd.; then northeast on Headens Bridge Rd. to Route 24 (Glenwood Dr.); then east on Glenwood Dr. to Route 24 (Wyatts Way); then east on Wyatts Way to its crossing with Big Otter River, the point of beginning.

#### Saunders Volunteer Fire Company:

Beginning at a point on the Bedford-Pittsylvania County line at the mouth of Anthony Mill Creek; then northwest along the creek to its headwaters; then northeast along the transmission line to the headwaters of Long Branch; then north along Long Branch for about 0.6 miles to a fire trail; then northeast along this fire trail to a point at 37.09, -79.46; then continuing north from the field to Old Firetrail Road; then west on Old Firetrail Rd. to Ridgewood Rd.; then north on Ridgewood Road to an unnamed branch; then north along the unnamed branch to Carter Mill Creek; then west along Carter Mill Creek to the mouth of Clover Creek, west of Route 734 (Dundee Road); then west along Clover Creek to Route 732 (Clover Creek Road); then northwest along Route 732 (Clover Creek Road) to Route 626 (Smith Mountain Lake Pky.); then north on Route 626 (Smith Mountain Lake Pky.) to Stone Mountain Rd.; then west on Stone Mountain Rd. to an unnamed branch in The Meadows of Goose Creek; then north along the branch to Rockcastle Creek; then north on Rockcastle Creek to Goose Creek; then west along Goose Creek to the

mouth of Bold Branch, southeast of Stone Mountain; then southwest along Bold Branch to the point of intersection with two unnamed branches near its headwaters; then south along the southern branch; to intersect with Foster Lane; then south along Foster Lane to Route 737 (Ayers Road); then southwest along Route 737 (Ayers Road) to Route 608 (White House Road); then south on Route 608 (White House Road) to the intersection of Route 835 (Skyway Road); then southwest along Route 835 (Skyway Road) to the normal lake level of the waters of Merriman Run; then south through the Roanoke River to a point on the boundary line between Bedford and Franklin Counties at 37.09, -79.61; then east along the Bedford-Franklin County line to the Bedford-Pittsylvania County line; then continuing east along the county line to the mouth of Anthony Mill Creek, the point of beginning.

**Sec. 6-45. District No. 3 precincts.**

The boundaries of the precincts in Election District No. 3 shall be as follows:

New London Academy:

Beginning at a point where US 460 (East Lynchburg-Salem Turnpike) crosses Big Otter River, then north along Big Otter River to the mouth of Elk Creek; then north along Elk Creek to the intersection of Route 622 (Everett Road); then southeast along Route 622 (Everett Road) to St. Paul's Church Circle, then southeast along St. Paul's Church Circle; then continuing past St. Paul's Church Circle in a southeast direction for approximately 1.1 miles to ~~to a jeep trail in the vicinity of St. Paul's Church; then southeast along the jeep trail to~~ Route 811 (Thomas Jefferson Road) approximately .1 mile east of Route 1645 (Smoketree Dr.); then northeast on Route 811 (Thomas Jefferson Road) to the intersection of Route 623 (Turkeyfoot Road); then southeast along Route 623 (Turkeyfoot Road) to the Bedford-Campbell County line; then south on the Bedford-Campbell County line to the intersection with US 460 (East Lynchburg-Salem Tpk); then west along US 460 (East Lynchburg-Salem Tpk), to the intersection with the Big Otter River, the point of beginning.

Bedford County Gym:

Beginning at a point where Big Otter River intersects with Route 24 (Wyatts Way); then south, west, and north on Wyatts Way to Route 43 (Virginia By-Way/Shingle Block Rd.); then north on Route 43 (Virginia By-Way/Shingle Block Rd.) to Route 725 (Phelps Rd.); ; then northwest on Route 725 (Phelps Rd.) to Machine Creek; then west and northwest along Machine Creek to Route 747 (Old County Rd.); then northwest along Old County Rd. to Route 860 (Bunker Hill Loop); then north on Bunker Hill Loop to Route 747 (Joppa Mill Rd.); then west on Joppa Mill Rd. to Route 122 (Moneta Rd.); then north on Moneta Rd. to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest on power line to Fiddler Creek; then north on Fiddler Creek to Fairfield Rd.; then southeast on Fairfield Rd. to Route 746 (Dickerson Mill Rd.); then northeast on Dickerson Mill Rd. to the Bedford Town boundary; then north and east along Town boundary to intersection of **Route 43 (Virginia Byway); then southeast approximately 2,747 feet; then north approximately 1,216 feet encompassing area around Stratford Dr. in Smithfield subdivision; then follow southern boundary of the Town to** Route 714 (Falling Creek Rd.); then south along Falling Creek Rd. to the old abandoned landfill road; then northeast along the abandoned road to an unnamed branch of Poor House Creek; then north along the unnamed branch to Poor House Creek; then northeast on Poor House Creek to Little Otter River; then north and east along Little Otter River to US Routh 460 (East Lynchburg-Salem Tpk.); then east along US 460 (East Lynchburg Salem Tpk.) to the Big Otter River; then south and east along Big Otter River to the intersection of Route 24 (Wyatts Way), the point of beginning.

Forest Alliance Church:

Beginning at a point where Route 622 (Everett Rd.) intersects with Otterview Rd. and continuing southwest on Everett Rd. to the powerline ; the south on the powerline to an unnamed branch connecting with Route 811 (Thomas Jefferson Rd.) approximately .4m north of Smoketree Dr.; then south on Thomas

Jefferson Rd. approximately .1 mile; then northwest to St. Paul Church Circle (following Census Tract 030203); then north to Everett Rd.; then following Everett Rd. north and northwest to Elk Creek; then following Elk Creek to an unnamed branch approximately .15 miles south of Route 666 (Elkton Farm Rd.); then following the unnamed branch to Big Maple Drive; then south on Big Maple Drive to Otterview Rd.; then southeast on Otterview Rd. to Everett Rd., the point of beginning.

Freedom Baptist Church:

Beginning at a point on the Bedford-Campbell County line on Route 623 (Turkeyfoot Road); then northwest on Route 623 (Turkeyfoot Road) to Route 811 (Thomas Jefferson Road); then north on Route 811 (Thomas Jefferson Road) to Route 622 (Waterlick Road); then east on Route 622 (Waterlick Road) to the Bedford-Campbell County line; then south on the county line to Route 623 (Turkeyfoot Road), the point of beginning.

Forest Fire Station #2:

Beginning at a point where US 460 intersects the Bedford-Campbell County line; then south along the Bedford-Campbell County line to Big Otter River; then west and north along Big Otter River to US 460; then east along US 460 to the Bedford-Campbell County line, the point of beginning.

**Sec. 6-46. District No. 4 precincts.**

The boundaries of the precincts in Election District No. 4 shall be as follows:

Forest Elementary School:

Beginning at a point where Route 663 (Perrowville Rd.) intersects with the American Electric Power Company Lynchburg-Roanoke (East-West) Transmission line; then northeast along the transmission line to a point where the transmission line meets Ivy Creek; then south along Ivy Creek, continuing along Ivy Creek and then Ivy Lake to a point where Ivy Lake meets (generally) the end of Haines Point Ter.; then north along Haines Point Ter. to Eastwind Dr.; then continuing along Eastwind Dr. to the intersection of Ivy Lake Dr.; then south and southwest along Route 1262 (Ivy Lake Dr.) to a point where Ivy Lake Dr. intersects with Ivy Creek; then southeast, east and northeast along Ivy Creek to Route 1232 (Whistling Swan Dr.); then south on Whistling Swan Dr. to Route 1231 (McLaren Pl.); then east on McLaren Pl. to Route 1240 (Lake Vista Dr.); then south on Lake Vista Dr. to Route 1239 (Spring Lake Rd.); then west on Spring Lake Rd. to Route 609 (Gumtree Rd.); then south on Gumtree Rd. to US 221 (Forest Rd.); then west on Forest Rd. to Route 854 (Burnbridge Rd.); then southeast on Burnbridge Rd. to the Railroad; then west along the Railroad to Elk Creek; then north on Elk Creek to US 221 (Forest Rd.); then east on Forest Rd. to Route 663 (Perrowville Rd.); then northwest on Perrowville Rd. to the American Electric Power Company Lynchburg-Roanoke (East-West) Transmission line, the point of beginning.

Thomas Jefferson Elementary School:

Beginning at a point where the Norfolk Southern railroad crosses the boundary of Bedford County and Campbell County; then southwest along the boundary line between Bedford County and Campbell County to Route 622 (Waterlick Rd.); then northwest on Waterlick Rd. to route 811 (Thomas Jefferson Rd.); then southwest on Thomas Jefferson Rd. to an unnamed driveway; then on the unnamed driveway for 0.36 miles; then from 0.0 miles in a northeast direction to a point on Everett Rd.; then northeast on Everett Rd. to Otterview Rd.; then north and west on Otterview Rd. to Big Maple Drive; then northwest on Big Maple Drive to an unnamed driveway; then following the driveway north and west, along the eastern perimeter of the lake and continuing, crossing Old Elkton Dr., and continuing to Elk Creek; then following Elk Creek north to the Railroad; then following the Railroad east to where it crosses the boundary of Bedford County and Campbell County, the point of beginning.

Pleasant View Baptist Church:

Beginning at a point on the Bedford County and City of Lynchburg boundary line where the Norfolk Southern Railroad crosses the boundary; then following the Railroad southwest to Route 621 (Cottontown Rd.); then northwest on Cottontown Rd. to Ivy Creek; then following Ivy Creek south to Route 1232 (Whistling Swan Dr.); then south on Whistling Swan Dr. to McLaren Pl.; then southeast on Route 1231 (McLaren Pl.) to Route 1240 (Lake Vista Dr.); then south on Lake Vista Dr. to Route 1239 (Spring Lake Rd.); then west on Spring Lake Rd. to Route 609 (Gumtree Rd.); then south on Gumtree Rd. to US 221 (Forest Rd.); then east on Forest Rd. to Route 126 (Graves Mill Rd.); then east on Graves Mill Rd. to the Bedford County and City of Lynchburg boundary line; then north along the Bedford County and City of Lynchburg boundary to where the Norfolk Southern Railroad crosses the boundary, the point of beginning.

Forest Recreation Center:

Beginning at a point where Route 1425 (Graves Mill Rd.) intersects the Bedford County and City of Lynchburg boundary line; then following the boundary line between Bedford County/City of Lynchburg and Bedford County/Campbell County south to the Norfolk Southern Railroad; then west along the Railroad to Route 811 (Thomas Jefferson Rd.); then north on Thomas Jefferson Rd. to Route 854 (Burnbridge Rd.); then northwest on Burnbridge Rd. to US 221 (Forest Rd.); then east on Forest Rd. to Route 1425 (Graves Mill Rd.); then east on Graves Mill Road to the Bedford County and City of Lynchburg boundary line, the point of beginning.

**Sec. 6-47. District No. 5 precincts.**

The boundaries of the precincts in Election District No. 5 shall be as follows:

Big Island Elementary School:

Beginning at a point on the Bedford-Amherst County line near US 501 (Lee Jackson Hwy.), where Cove Creek meets the James River, just east of Coleman Falls; then north, west, and south along the boundaries of Amherst, Rockbridge, and Botetourt Counties to a point where it intersects with Overstreet Creek between Bedford County and Botetourt County; then south and east along Overstreet Creek to Route 765 (Overstreet Creek Rd.); then east to Route 640 (Wheats Valley Rd.); then east on Wheats Valley Rd. to North Otter Creek; then south on North Otter Creek to Route 643 (Otterville Rd.); then east on Otterville Rd. to Route 644 (Old Cifax Rd.); then north and east along Old Cifax Rd. to the Virginia Electric Power Company Transmission Line (north-south); then north along the transmission line, then following in a northerly direction on the western slope of No Business Mountain, then in a westerly direction to Route 638 (Charlemont Rd.); then north on Route 638 (Charlemont Rd.) to Route 615 (Sweet Hollow Rd); then north on Route 615 (Sweet Hollow Rd) to No Business Mountain Rd; then on No Business Mountain Rd to the crest of No Business Mountain; then east along the crest of No Business Mountain to a jeep trail which crosses the transmission line; then east along the jeep trail to Indian Run Creek; then north on Indian Run Creek to the point of intersection with Route 752 (Fontella Road); then north along Route 752 (Fontella Road) to Route 652 (Walker Road); then continuing north on Walker Road to US 501 (Lee Jackson Hwy.); then east on Lee Jackson Hwy. to an unnamed creek; then north along the unnamed creek to the James River, the boundary between Bedford and Amherst County, the point of beginning.

Suck Spring Baptist Church:

Beginning at a point on the Bedford-Rockbridge County line at an unnamed branch just southeast of Onion Mountain Overlook on the Blue Ridge Parkway near Overstreet Creek; then southwest along the Bedford County and Botetourt County boundary lines to Route 43 (Blue Ridge Parkway/Peaks Rd.); then south and east along Peaks Rd. to Big Otter River; then east along Big Otter River to Route 644 (Lankford

Mill Rd.); then northeast on Route 644 (Lankford Mill Rd./Old Cifax Rd.); then east on Old Cifax Rd., to Route 643 (Otterville Rd.); then north and west on Otterville Rd. to North Otter Creek; then north along North Otter Creek to Overstreet Creek; then west along Overstreet Creek to Route 640 (Wheats Valley Rd.); then west on Wheats Valley Rd. to Route 765 (Overstreet Creek Rd.); then north on Overstreet Creek Rd. to the Bedford-Rockbridge County boundary line, the point of beginning.

**Boonsboro Elementary School:**

Beginning at a point on the Bedford County-Lynchburg line at Route 644 (Coffee Road); then west on Route 644 (Coffee Road) to Route 657 (Rocky Mountain Road); then north on Route 657 (Rocky Mountain Road) to Route 652 (Walker Road); then north on Route 652 (Walker Road) to US 501 (Lee Jackson Hwy.); then southeast on US 501 (Lee Jackson Hwy) to Cove Creek; then north on Cove Creek to the Bedford-Amherst County line at the James River; just east of Coleman Falls; then east along the boundary with Amherst County and proceeding to the boundary with the City of Lynchburg; then south along the boundary with the City of Lynchburg to Route 644 (Coffee Road), the point of beginning.

**Boonsboro Ruritan Club:**

Beginning at a point on the boundary line between Bedford County and the City of Lynchburg where it intersects the Norfolk Southern Railroad; then South with the railroad to Cottontown Rd.; then north and west on Cottontown Rd. to where it intersects with Ivy Creek, then west along Ivy Creek to Ivy Lake Drive; then north on Ivy Lake Drive to Eastwind Drive; then west and south to Haines Point Terrace; then south, then north on Haines Point Terrace to a point where Ivy Lake (generally) meets Ivy Creek, then north along Ivy Creek to the transmission line; then then west along the transmission line to Route 663 (Perrowville Road); then north on Route 663 (Perrowville Road) to Route 644 (Coffee Road/Old Cifax Road); then west on Route 644 (Old Cifax Road), approximately 1 mile to an unnamed branch; then north along the unnamed branch, then following in a northerly direction on the western slope of No Business Mountain, then in a westerly direction to Route 638 (Charlemont Rd.); then north on Route 638 (Charlemont Rd.) to Route 615 (Sweet Hollow Rd); then north on Route 615 (Sweet Hollow Rd) to No Business Mountain Rd; then on No Business Mountain Rd to the crest of No Business Mountain; then east along the crest of No Business Mountain crossing the Virginia Electric Power Company North-South Transmission Line to a jeep trail; then east along the jeep trail to Indian Run Creek; then north on Indian Run Creek to the point of intersection with Route 752 (Fontella Road); then north along Route 752 (Fontella Road), to Route 652 (Walker Road); then south on Route 652 (Walker Road) to Route 657 (Rocky Mountain Road); then south on Route 657 (Rocky Mountain Road) to Route 644 (Coffee Road); then east on Route 644 (Coffee Road) to the Lynchburg-Bedford County line; then south along the Lynchburg-Bedford County line to the Norfolk Southern Railroad and the point of beginning.

**Sec. 6-48. District No. 6 precincts.**

The boundaries of the precincts in Election District No. 6 shall be as follows:

**Montvale Elementary School:**

Beginning at the intersection of the Bedford-Botetourt County line and McFalls Creek Rd., continuing south on the Bedford-Botetourt County line for about 1.24 miles;; then southwest along the crest of McFalls Mountain to the summit of Campbell's Mountain and then continuing south, crossing Route 680 (Murrills Gap Road) and Peaks Shadow Rd. in Murrills Gap; then south along an unimproved road to the end of Route 692 (Cool Springs Rd.); then southeast along Cool Springs Rd. to Route 717 (Murray Hollow Rd.); then south along Route 717 (Murray Hollow Rd.) to Route 689 (Irving Rd.); then west on Irving Rd. to US 460; then east on US 460 to Route 690 (Nester Rd.); then south on Nester Rd., to Route 619 (Foster Rd.); then southwest on Foster Rd. to Goose Creek; then following north on Goose Creek to Route 726 (Quarterwood Rd.); then north and west on Quarterwood Rd. to Monte Vista Rd.; then west on Monte Vista Rd. for approximately 0.12 miles, then in a southmost direction for about 0.89 miles; then west from that

point for about 1.84 miles, crossing Wiggington Knob, to a point on Sandy Ford Rd. ; then west on Sandy Ford Rd. to Route 607 (Porters Mountain Rd.); then west on Porters Mountain Road to the boundary line between Bedford County and Botetourt County; then north along the boundary line to the intersection of the Bedford-Botetourt County line and McFalls Creek Rd., the point of beginning.

#### Shady Grove Fire Department:

Beginning at a point on the Bedford-Botetourt County line where Route 607 (Porters Mountain Rd.) crosses said boundary, then north and east along Porters Mountain Rd. to Route 616 (Sandy Ford Rd.) to ~~Shortbread Dr.~~; then continue on Sandy Ford Rd for 0.77 miles; then east for 1.84 miles; then north from that point for about 0.89 miles, crossing Monte Vista Rd., ~~then east on Monte Vista Rd.~~ to Quarterwood Rd.; then southeast on Quarterwood Rd. to Route 726 (Wilkerson Mill Rd.); then north on Route 726 (Wilkerson Mill Rd.) to Goose Creek; then southeast along Goose Creek to Route 691 (Thaxton Mountain Rd.); then southeast on Route 691 (Thaxton Mountain Rd.) to Route 684 (Rocky Ford Rd.); then west on Route 684 (Rocky Ford Rd.) to Goose Creek; then west, northwest, and west on Goose Creek, ~~to Route 619 (Foster Rd.); then south on Foster Rd. to Route 691 (Quarles Rd.); then south on Quarles Rd. to Route 755 (Union Church Rd.); then southwest on Union Church Rd. to Bore Auger Creek; then west following Bore Auger Creek for about 0.76 miles to a point along the creek; then following a south and slight southwest direction along unnamed mountain ridges and slopes to a point at 37.267, -79.712 on the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest along the transmission line to Route 755 (Nemmo Rd.); then northwest on Route 755 (Nemmo Rd.) to Springfield Dr., then west on Springfield Dr. to Pineview Dr.; then southwest on Pineview Dr. to Wagon Ln.; then on Wagon Ln. to Walnut Shell Dr.; then north, west and south on Walnut Shell Dr. to Locust Ridge Dr.; then southwest on Locust Ridge Dr. to the transmission line; then northwest along transmission line to Lick Mountain Dr.; then northwest along Lick Mountain Dr. to Beverdam Creek; then following Beaverdam Creek southeast to the point 37.28, -79.75 on the creek; then following a northwestern direction to Farmer Ln.; then northwest to Daffodill Dr.; then north to Sweet Shrub Ln.; then west to Lovers Ln.; then north to Jordantown Rd., then west to Jeters Chapel Rd.; then northwest on Jeters Chapel Rd. to an unnamed stream; then northwest on the unnamed stream to the transmission line; then northwest along the transmission line to the boundary line between Bedford and Botetourt Counties; then north along the Bedford-Botetourt County boundary to Route 607 (Porters Mountain Rd.), the point of beginning.~~

#### Bedford Moose Lodge:

Beginning at a point where US 460 intersects with Route 690 (Nester Rd.) and continuing east on US 460 to the Bedford Town boundary; then continuing south and east along the Town boundary to a point approximately 340 feet west of Woodhaven Dr., then south to an unnamed creek; then east approximately 374 feet; then south approximately 599 feet to end of Windy Ridge Dr.; then west approximately 197 feet; then south approximately 499 feet; then west approximately 450 feet to a point approximately 214 feet north of Green Meadow Rd.; then south to a point approximately 219 feet west of Roundtree Dr. encompassing Town & Country subdivision; then following the Town boundary to Route 746 (Dickerson Mill Rd.); then west and south on Dickerson Mill Rd. to Fairfield Rd.; then east on Fairfield Rd. to Fiddler Creek; then south on Fiddler Creek to the American Electric Power Company Troutville-Smith Mountain Transmission Line; then northwest along the transmission line to Route 680 (Wheatland Rd.); then south on Wheatland Rd. to Dickerson Mill Rd.; then southwest on Dickerson Mill Rd. to Route 591 (Robertson Rd.); then west on Robertson Rd., to Route 684 (Rocky Ford Rd.); then west on Rocky Ford Rd. to Route 691 (Thaxton Mill Rd.); then northwest on Thaxton Mill Rd to Goose Creek; then west and north along Goose Creek to ~~Bore Auger Creek; then west on Bore Auger Creek to Saunders Grove Dr.; then north on Saunders Grove Dr. to Union Church Rd.; then north on Union Church Rd. to Route 691 (Quarles Rd.); then north on Quarles Rd. to Route 619 (Foster Rd.); then north on Foster Rd. to Route 690 (Nester Rd.); then north on Nester Rd. to US 460, the point of beginning.~~

#### Bedford Welcome Center:

Beginning at a point on the Town boundary where Route 680 (Patterson Mill Rd.) intersects US 460; then following the Town boundary north and east to 94 feet past the intersection with CSX Railroad; then northwest approximately 369 feet; then north 1,304 feet; then northwest approximately 719 feet to Middle Fork of the Little Otter Creek; then following the creek approximately 557 feet northeast; then southeast approximately 1,141 feet; then south 1,040 feet to Town boundary encompassing area around On Time Rd.; then southeast along Town boundary approximately 200 feet past Abrasive Ave.; then north approximately 804 feet; then southeast approximately 1,212 feet to the Town boundary encompassing area around Earnhart Dr.; then following the northern boundary of the Town to Route 43 (Peaks St.); then southeast on Peaks St. to N Bridge St.; then south on N Bridge St. to E Main St.; then east on E Main St. to Link Rd.; then south on Link Rd.; then continuing west along the southern boundary of the Town approximately 990 feet; then southwest approximately 1,216 feet; then northwest approximately 2,747 feet to intersect with Route 43 (Virginia Byway); then north on Route 43 (Virginia Byway) to the Town boundary, encompassing area around Stratford Dr. in Smithfield subdivision; then following the southern boundary of the Town to ~~then north and south along the southern boundary of the Town~~ approximately 219 feet west of Roundtree Dr.; then north to approximately 214 feet past Green Meadow Road; then east approximately 450 feet toward Windy Ridge Dr.; then north approximately 499 feet; then east approximately 197 feet to northern end of Windy Ridge Dr.; then north approximately 599 feet to an unnamed creek; then west along the creek approximately 374 feet; then north to the Town boundary encompassing Town & Country subdivision; then continuing west along the southern boundary of the Town to US 460 at Route 680 (Patterson Mill Rd.), the point of beginning.

**Sec. 6-49. District No. 7 precincts.**

The boundaries of the precincts in Election District No. 7 shall be as follows:  
Goode Rescue Squad Station:

Beginning at a point north of where US 460 (East Lynchburg Salem Tpke.) crosses Big Otter River; then north along Big Otter River, crossing US 221 (Forest Rd.) and continuing along Big Otter River to Route 644 (Lankford Mill Rd./Old Cifax Rd.); then continuing east on Lankford Mill Rd./Old Cifax Rd. to Elk Creek; then following south and east along Elk Creek, crossing US 221 (Forest Rd.); then continuing south, east, and west along Elk Creek to US 460 and Big Otter River, the point of beginning.

Liberty High School:

Beginning at a point on US 460 (East Lynchburg Salem Tpke.) where the eastern side of the Town boundary intersects with US 460; then following the Town Boundary north and west along the northern boundary of the town to ~~intersection of Orange St., McGhee St., and Bell Town Rd;~~ then north to CSX Railroad; then east along the railroad to Little Otter River; then following Little Otter River to Route 43 (Peaks Rd.); then north on Peaks Rd. to the Big Otter River; then east following along the Big Otter River to Route 644 (Lankford Mill Rd.); the northeast on Lankford Mill Rd. to Oslin Creek and North Otter Creek; then south on North Otter Creek to Big Otter River; then south on Big Otter River to US 460; then west on US 460 to Little Otter River to Poorhouse Creek; then west on Poorhouse Creek to the old abandoned landfill road; then west on this road to Route 714 (Falling Creek Rd.); then north on Falling Creek Rd. to Town boundary; then east and north along the southern boundary of the Town to US 460, the point of beginning.

Thaxton Baptist Church:

Beginning at a point on the Town boundary where Route 680 (Patterson Mill Rd.) intersects US 460 and continuing west on US 460 to Route 689 (Irving Rd.); then north and east on Irving Rd. to Route 717 (Murray Hollow Rd.); then north on Murray Hollow Rd. to Route 692 (Cool Springs Rd.); then north on Cool Springs Rd. to an unimproved road; then following the unimproved road north to Peaks Shadow Rd.; the north on Peaks Shadow Rd. and crossing Route 680 (Murrels Gap Rd.); then continuing northerly to the summit of Campbell's Mountain and along the crest of McFalls Mountain to a point north of the



Royal Ambassador Camp Lake and south of the Blue Ridge Parkway on the Bedford County and Botetourt County boundary; then east along the Bedford-Botetourt County boundary to Route 43 (Peaks Rd.); then southeast along Peaks Rd. to the Town boundary; then following the northern edge of the town boundary west and south to a point approximately 596 feet east of Earnhart Dr.; then approximately 1,212 feet northwest; then south approximately 804 feet to a point on the Town boundary approximately 200 feet east of Abrasive Ave. encompassing area around Earnhart Dr.; then west along the Town boundary approximately 640 feet; then north approximately 1,040 feet; then northwest to the Middle Fork of Little Otter Creek; then following the creek southwest approximately 557 feet; then southeast approximately 719 feet; then south approximately 1,304 feet; then east approximately 369 feet to the Town boundary at a point approximately 94 feet north of the intersection with CSX Railroad; the following the northern edge of the town boundary west and south to US 460, the point of beginning.

Bedford Central Library:

Beginning at a point on Route 43 (Peaks Rd.) where it intersects the Town boundary; then north and east following the Little Otter River to the CSX railroad line; then southwest along the railroad line to where it intersects the Town boundary; then east and south along the Town boundary to Link Rd; then north along Link Rd. to E Main St.; then west on E Main Street to N Bridge St.; then north on N Bridge St. to Route 43 (Peaks Rd.); then northwest on Peaks Rd. to the Town boundary, the point of beginning.

Mountain View Church:

Beginning at the intersection of Route 663 (Perrowville Road) and Route 221 (Forest Road); then west on Forest Road to Elk Creek; then north along Elk Creek to Route 643 (Coffee Road); then east on Coffee Road to Perrowville Road; then south on Perrowville Road to the intersection of Route 221 (Forest Road), the point of beginning.

**The amendments to the ordinance are effective August 24, 2023**

A Copy-Teste:

  
Justin Stauder  
Deputy County Administrator

\*

**Robert S. Claiborne, Jr.**  
D 804.697.1265  
F 804.697.1339  
robert.claiborne@troutman.com

June 7, 2023

**BY U.S. MAIL**

Kay Cole James  
Secretary of the Commonwealth  
P.O. Box 1475  
Richmond, Virginia 23218

Staci A. Henshaw  
Auditor of Public Accounts  
P.O. Box 1295  
Richmond, Virginia 23218

State Corporation Commission  
P.O. Box 1197  
Richmond, Virginia 23218

Department of Taxation  
1957 Westmoreland Street  
Richmond, Virginia 23230

U.S. Census Bureau  
4600 Silver Hill Road  
Washington, D.C. 20233

**Re: Adjustment to the Boundaries of the Town of Bedford, Virginia, Effective July 1, 2023**

Greetings:

This firm represents the Town of Bedford, Virginia, and I am writing in regard to the enclosed ordinance that the Town Council enacted on May 23, 2023, providing for an adjustment to the Town's boundaries that will take effect on July 1, 2023. As reflected in the ordinance's recitals, it was enacted consistent with the terms of a voluntary settlement agreement with Bedford County, which was affirmed by order of a three-judge special court on December 18, 2012, pursuant to Virginia Code § 15.2-3400.

Insofar as the boundary adjustment may affect any allocations of state or federal funds to the Town of Bedford or Bedford County, I am providing the enclosed copy of the ordinance to

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your office so that any such allocations of funds may be revised in accordance with law on and after the July 1 effective date of the boundary adjustment.

Should you have any questions or require any additional information, please let me know.

Sincerely,



Robert S. Claiborne, Jr.

Enclosure

cc: Patrick Skelley (by U.S. mail & email)  
Mike Lockaby (by email)  
Stephen C. Piepgrass (by email)

**Ordinance No. 23-9**

**AN ORDINANCE TO ADJUST THE BOUNDARY LINE OF THE TOWN OF BEDFORD WITH BEDFORD COUNTY TO INCORPORATE PORTIONS OF THE PHASE II BOUNDARY ADJUSTMENT AREAS INTO THE TOWN PURSUANT TO THE VOLUNTARY SETTLEMENT AGREEMENT WITH BEDFORD COUNTY**

**WHEREAS**, on December 18, 2012, a Special Court, duly constituted and convened as provided in Chapter 30 (Section 15.2-3000, et seq.) of Title 15.2 of the Code of Virginia, entered a Final Order Validating and Affirming a Voluntary Settlement, to wit: the Voluntary Settlement Agreement of Transition to Town Status and Other Related Issue Between the City of Bedford and the County of Bedford (the “Agreement”);

**WHEREAS**, Section 9.1 of the Agreement provides that the Town of Bedford may adjust its boundaries to incorporate portions of certain areas of Bedford County, collectively referred to as “Phase II Boundary Adjustment Areas,” in accordance with the requirements of Article IX of the Agreement;

**WHEREAS**, Section 9.7 of the Agreement provides that parcels in the Phase II Boundary Adjustment Areas that have not already become part of the Town of Bedford pursuant to Section 9.2 thereof shall automatically become part of the Town ten years after the effective date of the Phase I Boundary Adjustment, upon the Town’s adoption of an ordinance providing for such incorporation of remaining portions of the Phase II Boundary Adjustment Areas therein, and that ten year period expires at midnight on June 30, 2023;

**WHEREAS**, Section 9.7 of the Agreement further conditions the exercise of the Town of Bedford’s right to incorporate remaining portions of the Phase II Boundary Adjustment Area upon the entry of an agreement by the City or Town of Bedford, Bedford County, and the Bedford County Authority providing for the consolidation of their water and sewer systems and creation of

the Joint Authority described in Section 6.2 of the Agreement, and such agreement was executed in 2012;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA:**

Section 1. The existing boundary line of the Town of Bedford is hereby adjusted to incorporate into the Town the currently unincorporated areas of Bedford County identified by the metes and bounds descriptions in Section 2 hereof and the survey plat referenced in Section 3 hereof.

Section 2. The metes and bounds of the areas hereby incorporated into the boundaries of the Town of Bedford are described as follows:

I.

Beginning at a point on the existing Town of Bedford boundary line and the eastern property line of Lot 14 – Section 3 – Smithfield Subdivision, thence leaving the existing Town boundary line and along the New Town Boundary line the following courses; South 28 degrees 23 minutes 35 seconds West 610.99 feet to an iron, South 29 degrees 05 minutes 15 seconds West 605.45 feet to a 1/2” pipe, North 57 degrees 34 minutes 45 seconds West 329.46 feet to an iron, North 11 degrees 32 minutes 48 seconds West 131.35 feet to an iron, North 56 degrees 38 minutes 11 seconds West 1350.31 feet to a 24” Sycamore, North 35 degrees 03 minutes 20 seconds West 936.05 feet to the centerline of Route 43 – Virginia Byway; thence along said centerline the following courses; North 20 degrees 30 minutes 49 seconds East 11.47 feet, along a curve to the right having an arc length of 118.93 feet, a radius of 347.21 feet, a delta angle of 19 degrees 37 minutes 32 seconds, a chord bearing of North 30 degrees 19 minutes 34 seconds East and a chord length of 118.35 feet, North 40 degrees 08 minutes 20 seconds East 88.70 feet, along a curve to

the left having an arc length of 214.44 feet, a radius of 370.64 feet, a delta angle of 33 degrees 08 minutes 56 seconds, a chord bearing of North 23 degrees 33 minutes 49 seconds East and a chord length of 211.46 feet, along a curve to the left having an arc length of 108.05 feet, a radius of 603.11 feet, a delta angle of 10 degrees 15 minutes 54 seconds, a chord bearing of North 01 degree 51 minutes 26 seconds East and a chord length of 107.91 feet to a point on the southern terminus of the right-of-way of Route 43 – South Street; thence along said right-of-way North 86 degrees 34 minutes 10 seconds East 13.96 feet to a point on the existing Town of Bedford boundary line; thence leaving said right-of-way and along the existing Town boundary line in a general southeastern direction to the point of beginning and containing an area of approximately 57.3 acres.

## II.

Beginning at a point on the existing Town of Bedford boundary line, said point being the southwest corner of Lot 122 – Town & Country Subdivision, thence leaving the existing Town of Bedford boundary line and along the New Town Boundary line the following courses; North 01 degree 13 minutes 11 seconds West 2266.06 feet to a pinched pipe, North 88 degrees 46 minutes 49 seconds East 450.01 feet to an axle, North 01 degree 12 minutes 05 seconds West 499.72 feet to a 1/2" pipe, North 88 degrees 47 minutes 58 seconds East 197.54 feet to a point, North 01 degree 12 minutes 02 seconds West 599.89 feet to an iron, South 86 degrees 48 minutes 58 seconds West 374.70 feet to a point, North 01 degree 33 minutes 50 seconds East 84.00 feet to a point, North 21 degrees 39 minutes 58 seconds East 68.80 feet to a point, North 40 degrees 34 minutes 58 seconds East 3.15 feet to a point on the existing Town of Bedford boundary line; thence along said line in a general southeasterly and southerly direction to a point where the creek, which is the existing Town boundary line, intersects an existing property line; thence leaving the creek in a general

northerly and westerly direction along the existing Town boundary to the point of beginning and containing an area of approximately 88.0 acres.

### III.

Beginning at a monument set on the northern right-of-way of the Norfolk & Southern Railway, which is the existing Town of Bedford Boundary line, thence leaving said existing Town boundary line and continuing along the Norfolk & Southern Railway right-of-way and the New Town Boundary line North 77 degrees 25 minutes 47 seconds West 368.79 feet to a 1/2" pipe; thence leaving said right-of-way and continuing along the New Town Boundary line the following courses; North 01 degree 35 minutes 00 seconds East 1304.00 feet to an iron, North 42 degrees 17 minutes 38 seconds West 719.16 feet to a point in the center of the Middle Fork of the Little Otter River; thence along said center the Middle Fork of the Little Otter River as it meanders in a general northeasterly direction approximately 557 feet to a point; thence leaving said Middle Fork of the Little Otter River and continuing along the new Town Boundary line the following courses; South 58 degrees 27 minutes 48 seconds East 1141.17 feet to an iron, South 04 degrees 36 minutes 02 seconds West 1040.81 feet to a monument set on the existing Town boundary line; thence along said line the following courses; North 77 degrees 26 minutes 59 seconds West 328.09 feet to a monument, South 14 degrees 03 minutes 49 seconds West 697.92 feet to the point of beginning and containing an area of approximately 36.4 acres.

### IV.

Beginning at a monument set on the existing Town of Bedford boundary line; thence leaving said boundary line and along the New Town Boundary line the following courses; North 05 degrees 38 minutes 22 seconds East 648.03 feet to a point, North 35 degrees 24 minutes 47 seconds West 94.53 feet to an iron, North 27 degrees 42 minutes 23 seconds East 100.87 feet to a



point, South 58 degrees 44 minutes 33 seconds East 1203.53 feet to an iron on the existing Town of Bedford boundary line; thence along the existing Town boundary line the following courses; South 20 degrees 18 minutes 03 seconds West 421.82 feet to a point; North 77 degrees 26 minutes 59 seconds West 961.25 feet to the point of beginning and containing an area of approximately 14.5 acres.

V.

Beginning at a point in the middle of the eastern edge of the bridge over the Little Otter River along Route 43 – Peaks Road, said point being the northwestern corner of the existing Town of Bedford boundary line; thence leaving the existing Town boundary line and along the New Town Boundary line along the center of the Little Otter River as it meanders in a general northeasterly and southeasterly direction, crossing Route 122 – Big Island Highway and Route 221 – Forest Road, approximately 32,402 feet to the intersection of the Little Otter River and the centerline of the Norfolk Southern Railroad; thence leaving the Little Otter River and continuing along the centerline of the Norfolk Southern Railroad South 62 degrees 01 minute 06 seconds West 288.59 feet to a point, along a curve to the right having an arc length of 702.78 feet, a radius of 1909.86 feet, a delta angle of 21 degrees 05 minutes 00 seconds, a chord bearing of South 72 degrees 33 minutes 36 seconds West and a chord length of 698.82 feet to a point, South 83 degrees 06 minutes 06 seconds West 3687.30 feet to a point, along a curve to the left having an arc length of 82.03 feet, a radius of 3819.72 feet, a delta angle of 1 degree 13 minutes 50 seconds, a chord bearing of South 82 degrees 29 minutes 11 seconds West and a chord length of 82.03 feet to a point on the existing Town of Bedford boundary; thence leaving the centerline of the Norfolk Southern Railroad and along the existing Town boundary line North 27 degrees 09 minutes 32 seconds East 325.75 feet to an existing Town Limit Monument; thence continuing along the

existing Town boundary line in a general northwesterly and westerly direction to the point of beginning and containing an area of approximately 1,313.1 acres.

Section 3. The areas hereby incorporated into the boundaries of the Town of Bedford are shown in the survey plat attached as **Exhibit A** hereto.

Section 4. With respect to the areas hereby incorporated into the boundaries of the Town of Bedford, the Town shall extend its existing governmental services (including, for example, police protection, solid waste collection, and zoning controls) to such areas on the same basis as such services are now, or may hereafter be, provided to areas within the Town's current corporate limits where like conditions exist. The Town shall also undertake the construction of such capital improvements as the Town Council determines, in its discretion, are needed to serve such areas in accordance with existing policies, and at such times as the Town Council deems appropriate.

Section 5. This ordinance shall take effect on July 1, 2023.

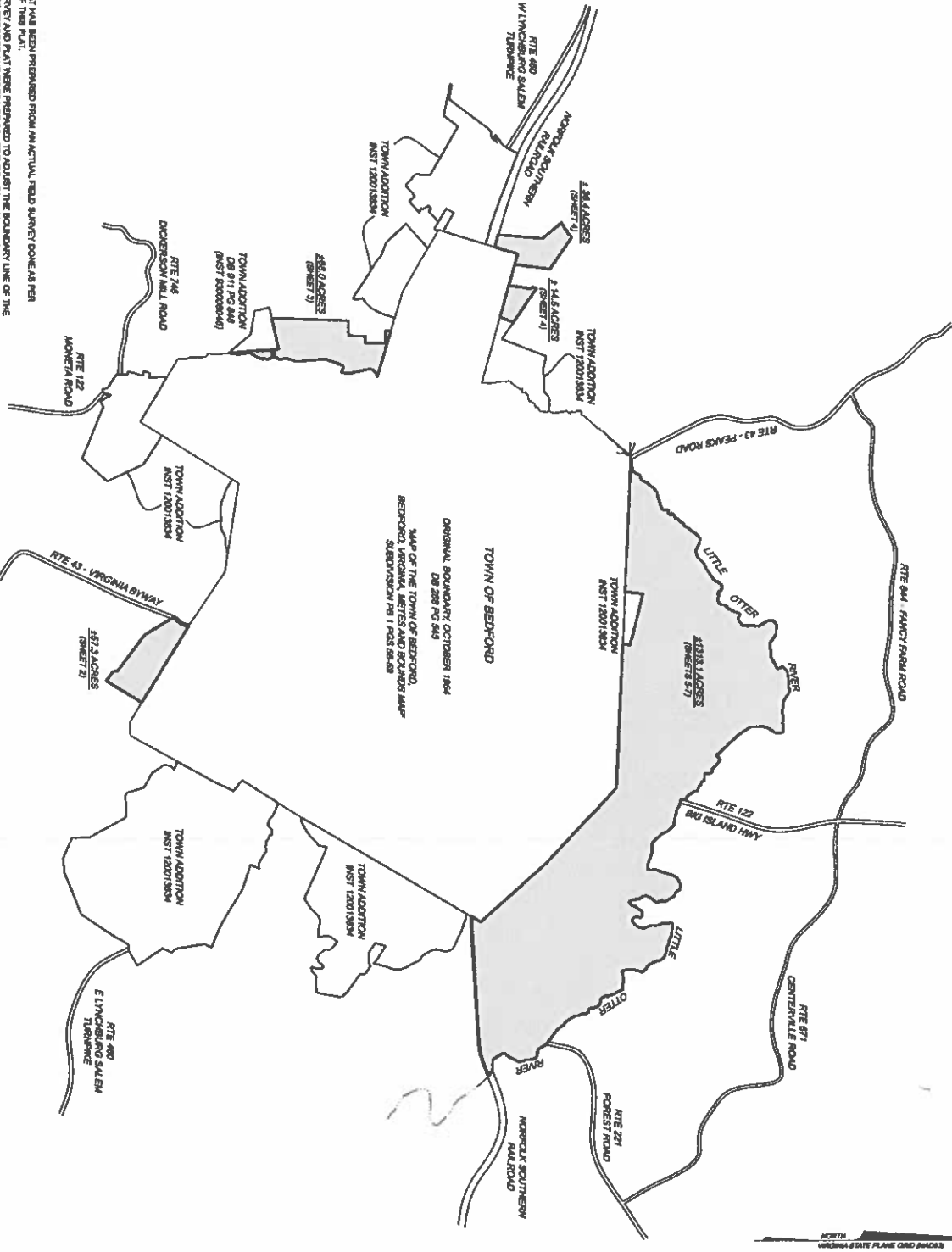
I hereby certify that the foregoing is a true and exact copy of an Ordinance adopted at a regularly scheduled meeting of the Council of the Town of Bedford, Virginia, held on May 23, 2023, at which meeting a quorum was present and voted.



Clerk of the Council

# EXHIBIT A

# TOWN OF BEDFORD 2023 BOUNDARY ADJUSTMENT



- NOTES:**
1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE AS PER DATE OF THIS PLAT.
  2. THIS SURVEY AND PLAT WERE PREPARED TO ADJUST THE BOUNDARY LINE OF THE TOWN OF BEDFORD AND DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY OR BE CONSIDERED AS SUCH. THE BOUNDARY LINE OF THE TOWN OF BEDFORD IS TO BE COMPARED WITH INDIVIDUAL PROPERTY BOUNDARIES. THE INTENT IS FOR THE TOWN BOUNDARY AND THE PROPERTY BOUNDARY TO COINCIDE. THIS SURVEY AND PLAT WERE COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. ALL EASEMENTS AND ENCROACHMENTS ALONG THE PLATTED LINES MAY NOT BE SHOWN.
  3. THIS SURVEY AND PLAT WERE PREPARED AT THE REQUEST OF THE TOWN OF BEDFORD.

**PLAT SHOWING**  
**BOUNDARY LINE ADJUSTMENT**  
**TOWN OF BEDFORD**  
 TOWN OF BEDFORD - BEDFORD COUNTY, VIRGINIA

**HURT & PROFFITT**  
 INSPIRED / RESPONSIVE / TRUSTED




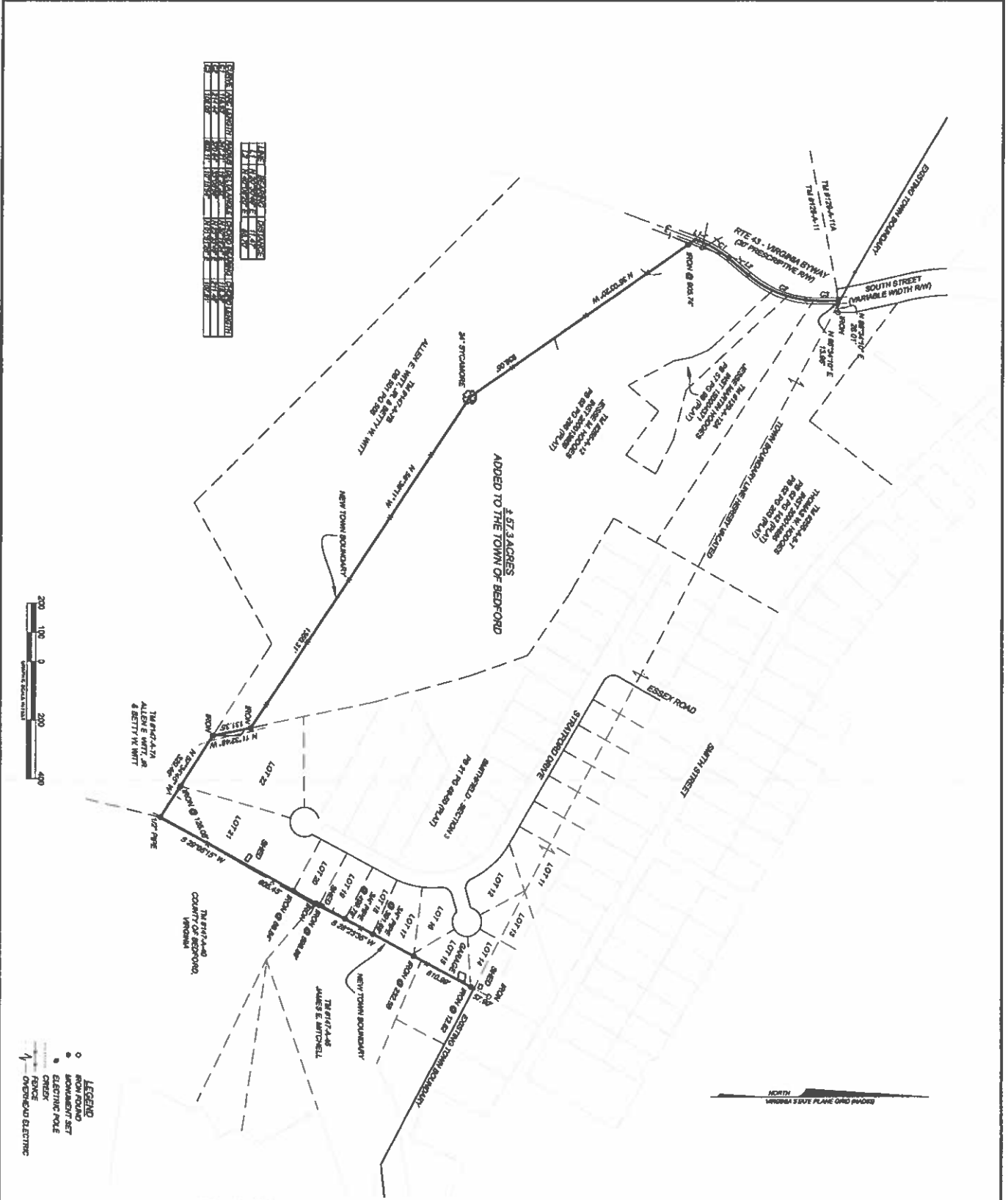
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 LYNCHBURG, VA. 24501


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PROJECT NO.	20231868
FILE NO.	SB 16498
LAT.	37.336800°
LONG.	-77.571258°
DATE:	2/4/2023
DRAWN BY:	JAB
CHECKED BY:	JAB

SHEET NO. 1 OF 7  
 REV.





SHEET NO. 2 OF 7	REV.		PROJECT NO.	20211605
			FILE NO.	98-15405
			LAT.	37.239007
			LONG.	-78.527585
			DATE	2/4/2023
			DRAWN BY	JAB
			CHECKED BY	JAB

**PLAT SHOWING**  
**BOUNDARY LINE ADJUSTMENT**  
**TOWN OF BEDFORD**  
 TOWN OF BEDFORD - BEDFORD COUNTY, VIRGINIA

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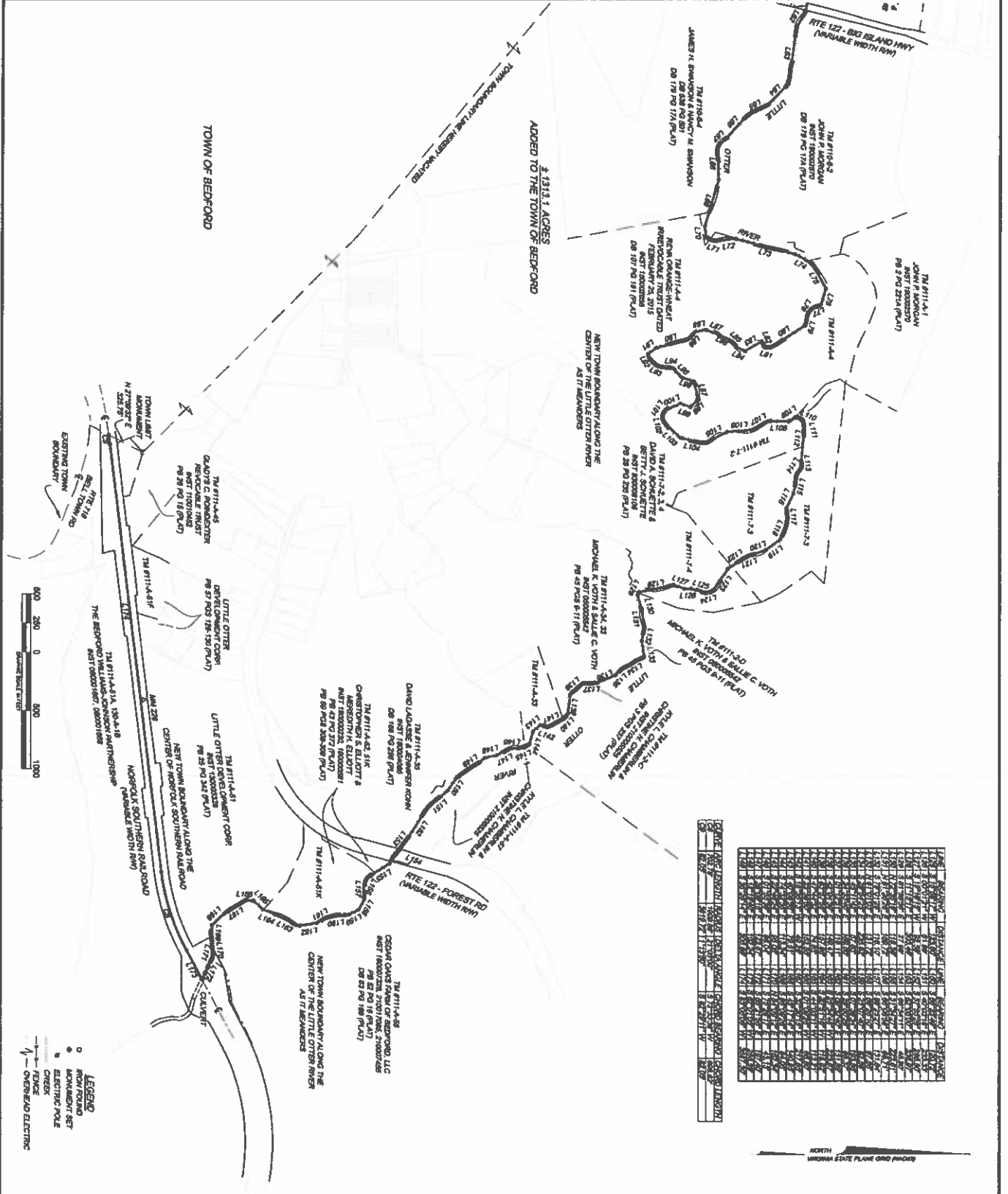












PROJECT NO. 20211066	FILE NO.	SR 12402
	LAT	37.3388007
DATE 2/4/2023	LONG	-78.5272967
	DRAWN BY	JAB
CHECKED BY	JAB	

**PLAT SHOWING  
BOUNDARY LINE ADJUSTMENT  
TOWN OF BEDFORD**

TOWN OF BEDFORD - BEDFORD COUNTY, VIRGINIA

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★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Officer of Elections Training

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BOARD WORKING PAPERS  
Sarah Dally  
Training and Development Supervisor



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

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**Memorandum**

**To:** Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Delegate Merricks, Matthew Weinstein  
**From:** Sarah Dally, Training and Development Supervisor  
**Date:** August 15, 2023  
**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**

- 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>

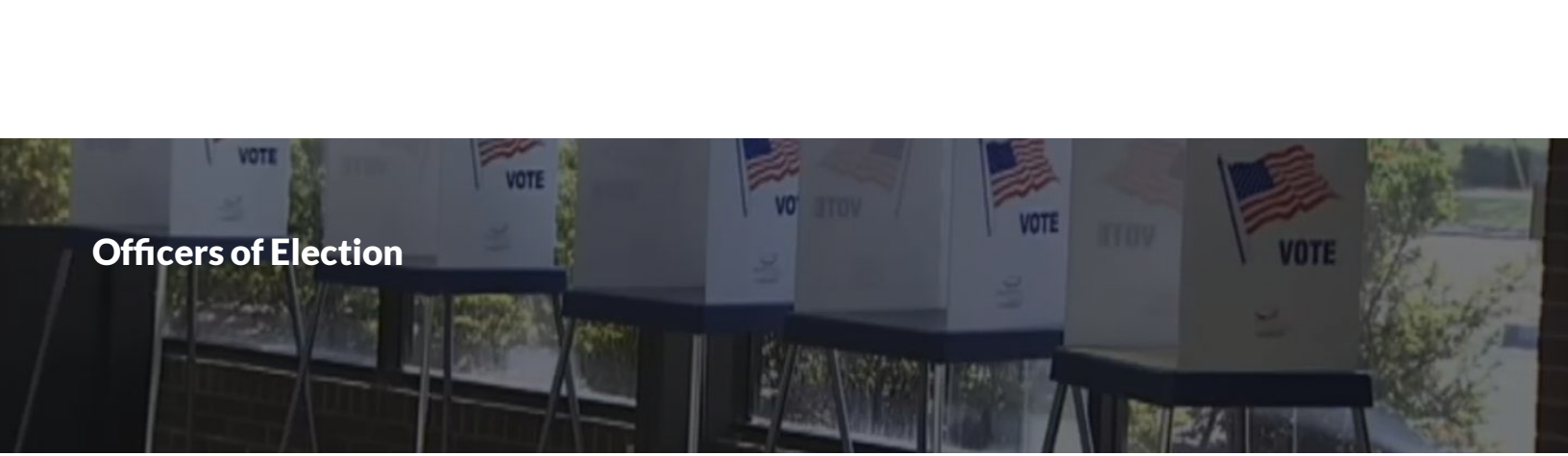
**VIRGINIA STATE BOARD OF ELECTIONS  
 MINIMUM TRAINING STANDARDS FOR OFFICERS OF ELECTION  
 TRAINING MATERIALS TO BE DEVELOPED BY  
 EACH LOCALITY  
 PURSUANT TO §24.2-103.**

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>





# Officers of Election

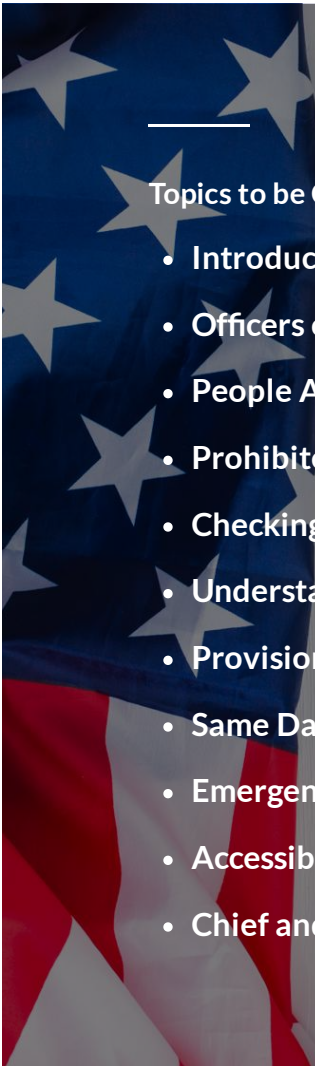
This training was developed by the Virginia Department of Elections (ELECT) and is intended to provide basic information regarding the role of Officers of Election. Please consult your Director of Elections/General Registrar for training specific to your locality.

This course should take approximately 50 minutes to complete, depending on the pace of the individual learner. Upon conclusion of this training and successful completion of the associated quiz, results will be sent via email and available for print (or forward) to share with your Director of Elections/General Registrar. To begin, please click "Start Course."

- ☰ **Course Overview**
- ☰ **Introduction to Elections in Virginia**
- ☰ **Officers of Election Basics**
- ☰ **People Allowed in Polling Places**
- ☰ **Prohibited Activities in the Polling Place**
- ☰ **Checking in Voters**
- ☰ **Understanding Acceptable ID Rules**
- ☰ **Provisional Ballots**
- ☰ **Same Day Registration**
- ☰ **Emergency Planning and Response**
- ☰ **Accessibility and Etiquette**
- ☰ **Chief and Assistant Chief Officers of Election Duties**
- ☰ **Officer of Elections Training Quiz**

## Course Overview

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### Topics to be Covered in this Course:

- Introduction to Elections
- Officers of Election Basics
- People Allowed in Polling Places
- Prohibited Activities in the Polling Place
- Checking In Voters
- Understanding Acceptable ID Rules
- Provisional Ballots
- Same Day Registration
- Emergency Planning and Response
- Accessibility and Etiquette
- Chief and Assistant Chief Responsibilities

---

Click continue to familiarize yourself with terms that will be used in this training.

**CONTINUE**

Terms:

Click on each of the cards below to reveal the definitions of a few common terms in this course.

**State**

**The Commonwealth of Virginia.**

**Locality**

**The geographical unit of government  
that is a city or county.**

## General Registrar

Maintains the official voter registration records for a county or city in accordance with the instructions of the State Board of Elections. General Registrars are also known as Directors of Elections in the Commonwealth of Virginia.

## Voter Registration

The registration process for participating in Virginia elections.

Certification of Sworn Affidavit

A form, that when signed, attests that the signatory will abide by all VA laws and rules regarding the registration of voters.

ELECT

The Virginia Department of Elections.

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Click continue to learn about elections in Virginia.

**CONTINUE**

## Introduction to Elections in Virginia

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### Topics Covered in this Section:

- 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 Director of Elections/General Registrar maintains an office in the locality, and performs most administrative duties, most notably; voter registration.
- **Officers of Election** - Officers of election work in polling locations 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 locality electoral board members and Directors of Elections/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.

Click on each item below as you review three 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 including 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 an 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.

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Click continue to learn about Officers of Election Basics.



Complete the content above before moving on.

## Officers of Election Basics

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## This Section Reviews the Role of an Officer of Election



### Topics Covered in this Section:

- Role of an Officer of Election
- Qualifications, Appointments, and Terms
- Job Duties, Functions, and Roles
- Election Day Overview
- Forms and Paperwork
- Other Resources

---

Test Your Knowledge!

Before you begin the training, test your current knowledge below by sorting the true and false statements.

True

Officers of Election serve up to 3 years.

An Officer of Election must be a qualified voter in Virginia.

Polls are open from 6am until 7 pm on Election-Day.

False

Only the Chief Officer of Election can serve as the ballot officer.

The General Registrar determines the validity of provisional ballots.

Officers of Election should arrive at 6:15am on Election-Day.

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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. As an Officer of Election, your job is to conduct the election fairly and lawfully, and to assist voters in a courteous and respectful manner.

## Qualifications, Appointments and Terms:

Click on each tile below to learn about the requirements and rules related to being an Officer of Election.

### 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 two 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 ten 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 two 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 three 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.

## Job Duties, Functions, and Roles:

(Click on each box below)

- Greeter** - Welcomes voters and directs them to the check-in area. The greeter may also encourage voters to refer to signs that list options for acceptable forms of ID, as well as other voter and polling site information.
- Ballot Officer** - Controls and accounts for all the ballots.
- Equipment & 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.
- 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 Director of Elections/General Registrar. If issues cannot be resolved, under certain circumstances the person may be offered a provisional ballot. *(See separate Provisional Ballot training for full details on that process.)*
- Chief Officer** - An experienced officer of election that 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. The Chief Officer of Election also 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, and assigns duties.
- Electoral Board** - Facilitates the election and determines validity of provisional ballots; certifies and reports results to the state.
- Assistant Chief Officer** - 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.

(Click on each tab below)

## 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. The Chief Election Officer typically picks up materials the day before Election Day.

## Example Timeline of Election Day

Please review the example timeline below of an 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 the election**

- Take the oath
- Welcome authorized representatives
- Review assignments
- Setup the polling place (**call the general registrar if anything is missing during setup**)
  - Check supplies/signs/forms; post signs inside/outside of polling place; setup demonstration equipment and instructional materials
  - Setup pollbook station and pollbooks
  - Lay out forms and reference materials
  - Verify paper ballots; count the ballots sent by the registrar and contact the registrar if there are not enough ballots (as planned). Verify the ballots are correct.
  - Setup 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
- Complete pre-election paperwork

*6 AM*

**Open the polls and conduct the election**

(The Chief Officer of Election must call the 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, 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 Officer of Election announces, "Polls will close in 15 minutes".
- At exactly 7 PM, the Chief Officer of Election 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 of Election will provide detailed instructions regarding 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 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 fulfil your responsibilities as an Officer of Election are: (See Formswarehouse for these documents)

- [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 Elections Day, such as if a voter has moved since registering, what to do if a voter cannot present a valid photo ID, or a voter is already marked as having voted.

CONTINUE



## People Allowed in Polling Places

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### Groups of People Allowed in the Polling Place

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

Click the box for each item below as you review who is 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.

**Election Officials** - This group includes Officers of Election, members of the state electoral board, representatives of the Department of Elections authorized by the general registrar or local electoral board members.

**Voting Equipment Custodians** - Designated pollbook and voting machine equipment custodians are allowed. They must be authorized by the general registrar.



**Observers** - This group 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 group must be a qualified voter and must have a written statement from the party chair or independent candidate (a 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 inside the polling place.

\*A polling place must permit one of each party or candidate, but only one 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 the training materials on *Prohibited Activities* for more detail.



**Candidates** - This group of people may vote, but may not campaign at the polling place. They may visit each polling place for up to 10 minutes at a time.

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Click continue to view Prohibited Activities in the Polling Place.



Complete the content above before moving on.

## Prohibited Activities in the Polling Place

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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 their vote.

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

**Directions:**

Click each  to continue.

- Knowingly possessing a firearm while inside or within the 40 foot area of the 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?**

Click on each flash card below to review each item.



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 casting their 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. Voters may take photos of themselves or of their own ballot. However, they cannot take pictures of other voters' ballots or otherwise disrupt the election. (Official Opinion - Bell - Lind - 16-038 (state.va.us))



**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 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.

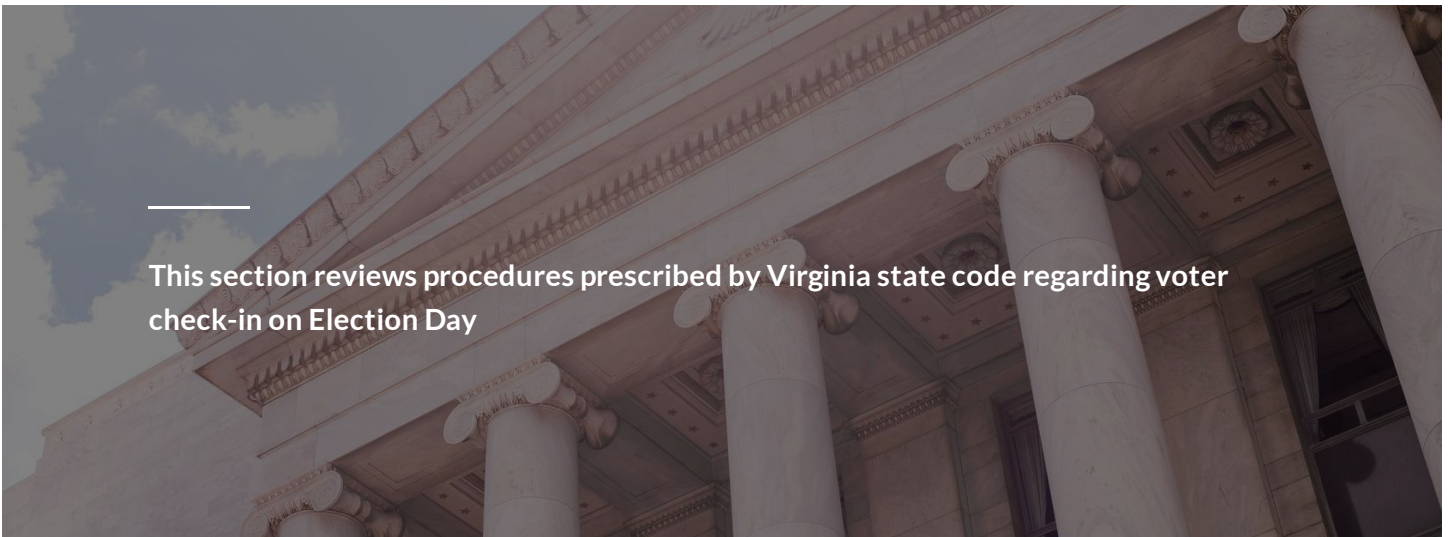
Officers of election may require any person who is found by a majority of the officers present to be in violation of these provisions to leave the polling place and the prohibited area.

**CONTINUE**

# Checking in Voters

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## Overview



(Below please click on each tab.)

CONFIRM VOTER'S IDENTITY	CONFIRM VOTER INFORMATION IN POLLBOOK	INCORRECT RESIDENCE ADDRESS
<p>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 an ID and refuses to sign the ID Confirmation Statement is detailed in separate officer of election training on <i>Understanding Acceptable ID Rules</i>.</p>		





CONFIRM VOTER'S IDENTITY	CONFIRM VOTER INFORMATION IN POLLBOOK	INCORRECT RESIDENCE ADDRESS
<p>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. Names should be identical or substantially similar. Note, the address may be different.</p> <p>If the name in the pollbook matches the name stated and presented on the ID AND the voter is eligible according to the pollbook, <i>THEN</i> mark the voter's pollbook record as 'Voted' and provide a ballot. This only indicates that 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).</p> <p>The voter's name is considered a match if the name stated and presented on the ID matches the pollbook either identically or substantially.</p> <p><b>Example:</b> Frederick and Fred are a match.</p> <p>Once a voter has been provided a ballot they must remain in the presence of the officers of election until they have finished voting.</p> <p>If there is incorrect or missing information on the voter's record in the pollbook, ask the voter to provide or update the information.</p> <p><i>*See the chapter on 'Same Day Registration' for more information.</i></p>		

CONFIRM VOTER'S IDENTITY	CONFIRM VOTER INFORMATION IN POLLBOOK	INCORRECT RESIDENCE ADDRESS
<p>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.</p>		



Complete the content above before moving on.

#### Best Practices:

- 1 Avoid casual conversation with voters, even if you know them.
- 2 Do not make *casual* comments about a voter's name or any personal information on their identification or pollbook data.
- 3 Never engage in political conversation with voters or fellow poll workers while in the polling place.

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Click continue to learn about acceptable ID rules.

**CONTINUE**

## Understanding Acceptable ID Rules

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### Topics Covered:

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



Image by Freepik

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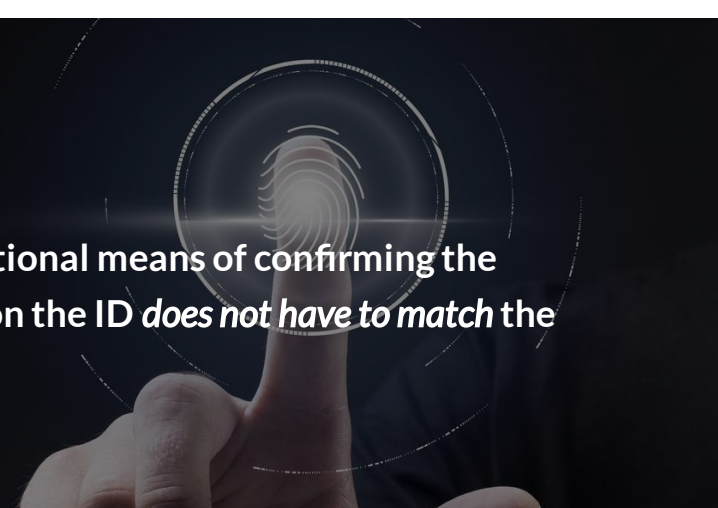
### Legal Requirements:

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.

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**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.**

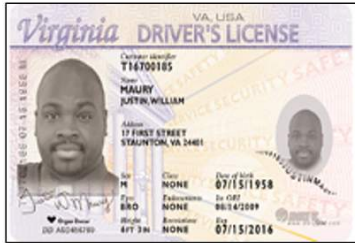
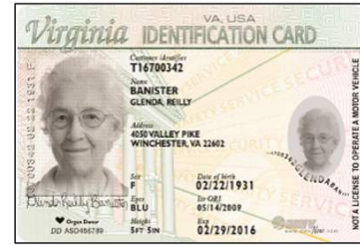
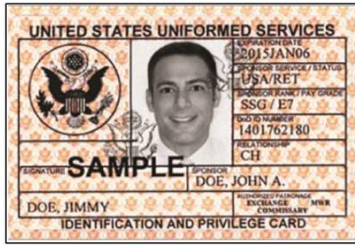


**For an ID to be Valid:**

- 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 data is not considered when determining if the ID is valid for voting purposes.
- 3 The officer of election determines whether other document is officially acceptable based on its face.

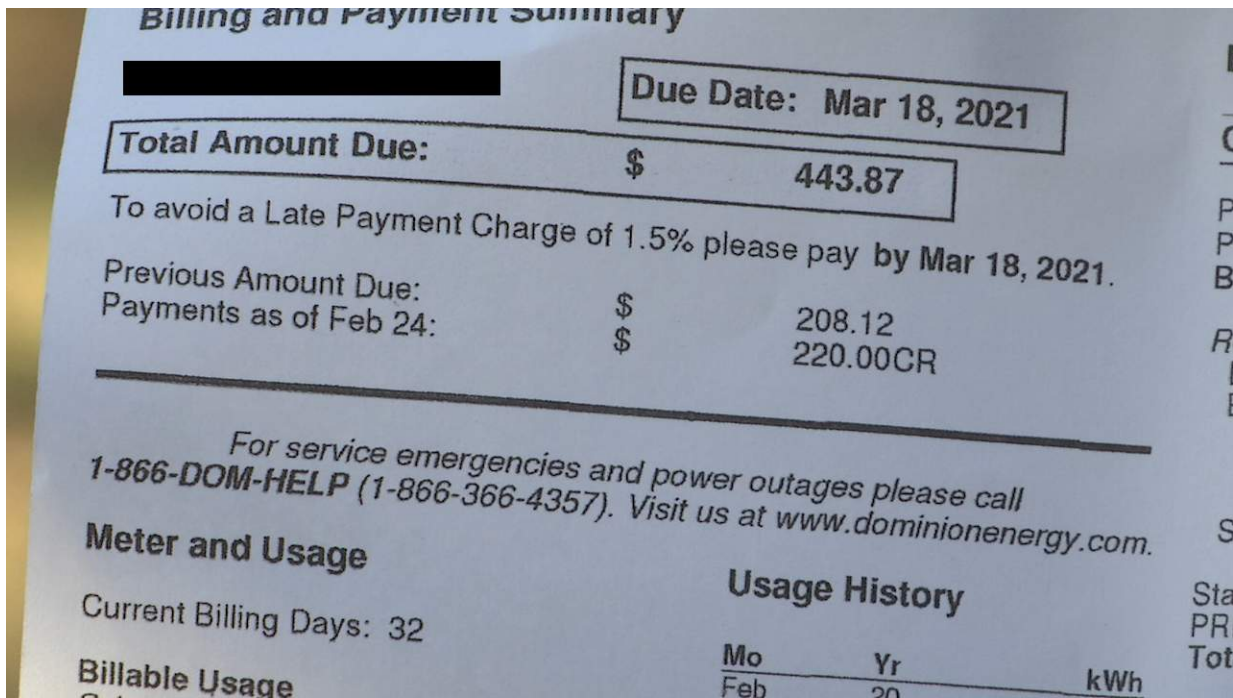
A [Voter Identification list](#) is provided on the Department of Elections website.

**Examples of Acceptable Forms of ID:**



(click image to enlarge)

- Virginia DMV-issued photo ID
- Virginia DMV-issued drivers' 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 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 forms 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
- 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 vote may sign an ID Confirmation Statement form in order to vote a ballot.

**If a Voter Has No Acceptable ID:**

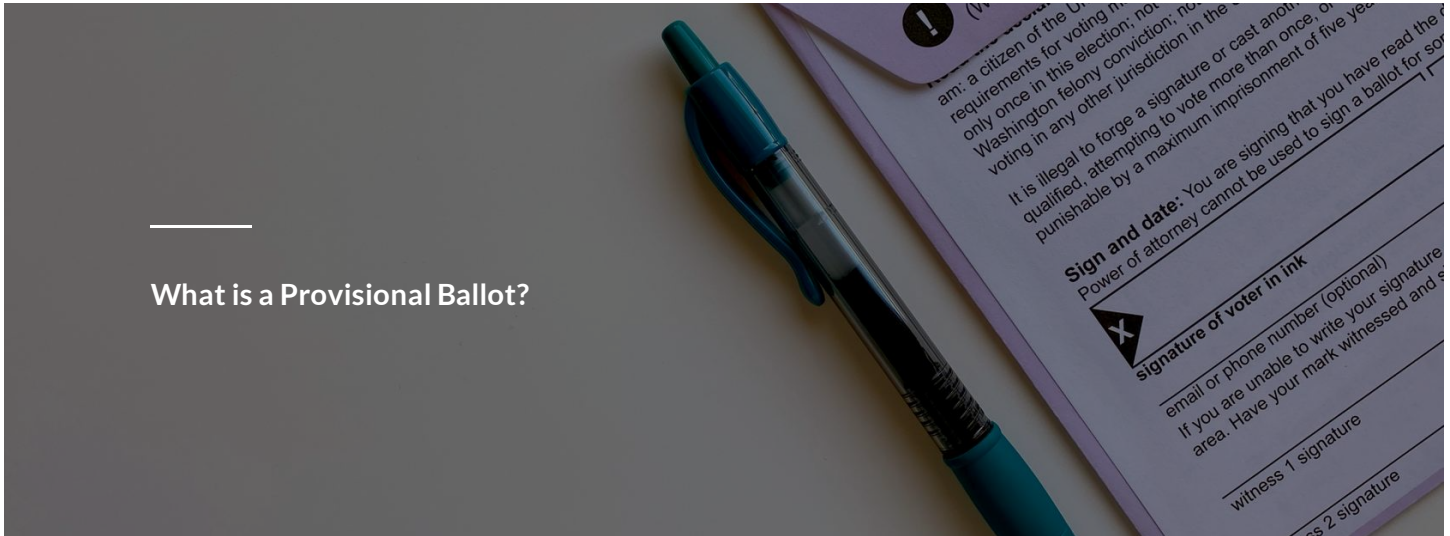
If the voter does not have an acceptable ID, the voter may sign an ID Confirmation Statement and vote normally. If the voter does not have an acceptable ID and refuses to sign an ID Confirmation Statement, the voter must vote a provisional ballot. Please review training materials on 'Provisional Ballots'.

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

<b>Commonwealth of Virginia</b>		<b>Place in Envelope #8</b>
<b>ID Confirmation Statement - § 24.2-643 of the Code of Virginia</b>		
<b>A</b>	<b>Officer of Election:</b>	
	Precinct No./Name: _____	Date: _____ O of E Initials: _____
<b>B</b>	<b>Affirmation of Voter:</b>	
	If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.	
	<b>Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be.</b>	
	Signature of voter: _____	Date: _____
	Printed name of voter: _____	
	Birth Year (optional) ____ ____ ____ ____	Last 4 digits of Social Security # (optional) ____ ____ ____ ____
	<b>WARNING:</b> Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016	
ELECT-643ID 8/2020		

# Provisional Ballots

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## What is a Provisional Ballot?

Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. 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 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

The provisional ballot envelope requires the issuing election officer to indicate the reason the provisional ballot was issued (See Reason Code in the 'Election Officer' section at the bottom on each side of the envelope). It is important to note that the provisional envelope now has two sides, one dedicated to same day registrants, while the other is completed for those who meet reason codes 3-6. The voter completes the required information on the envelope before being given a ballot.



**Virginia Provisional Vote and Same Day Registration Application**

Precinct # \_\_\_\_\_

Only for voters not registered in this precinct.

Use blue or black ink

**Starred (\*) items are required.** If you do not complete all of the items that are marked with \*, your application may be denied.

1 \* I am a citizen of the United States of America  YES  NO

\* Full Social Security Number \_\_\_\_\_  No SSN was ever issued

\* Date of Birth (MM/DD/YYYY) \_\_\_\_\_ \* Gender \_\_\_\_\_

2 \* Last Name \_\_\_\_\_ Jr. Sr. II III IV (Circle one) Other (write-in): \_\_\_\_\_

\* First Name \_\_\_\_\_ \* Middle Name \_\_\_\_\_  None

\* Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_

\* City/Town \_\_\_\_\_ \* Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

3 \* Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote?  YES  NO

If YES, has your right to vote been restored?  YES  NO

4  I am an active-duty uniformed services member, spouse or dependent; or an overseas citizen.

I am providing a mailing address (below) because my residence address cannot receive mail or I am homeless.

I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/has:

- An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.
- Been granted a court issued protective order.
- In fear for personal safety from being threatened or stalked by another person.
- A participant in the Virginia Attorney General's Address Confidentiality Program.
- Been approved to be a foster parent.

My mailing address \_\_\_\_\_  
 (Complete only if you have checked a box in this section) \_\_\_\_\_

5  I am currently registered to vote in another state: \_\_\_\_\_ (Indicate state of previous registration)

6  I am interested in being an Officer of Election (poll worker) on Election Day. Please send me information.

7 **AFFIRMATION: I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning.**  
 (See back for Privacy Act Notice and Warning.)

\* Signature \_\_\_\_\_ Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

<p><b>ELECTION OFFICER</b></p> <p>YOU MUST SELECT THIS REASON CODE.</p> <p><input type="checkbox"/> #1: Same Day Registration (or not on pollbook)</p> <p>Did voter show ID or complete ID Confirmation Statement?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Comments: _____</p> <p>Election Officer: _____ Sign Here</p>	<p><b>OFFICE/ELECTORAL BOARD USE ONLY</b></p> <p>Voter ID # _____</p> <p>Adjudication: <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p>Voter Identification _____</p>
--	---

ELECT-653 - 7/2023

(Click on the picture to enlarge)

This side of the provisional envelope is for **same day registration** voters and has a built-in voter registration application. Only one side of the envelope should be completed.

**Virginia Provisional Vote (Non-Same Day Registration)**

Precinct # \_\_\_\_\_

*If Same Day Registration, complete only the other side.*

Use blue or black ink

**Starred (\*) items are required.** If you do not complete all of the items that are marked with \*, your vote may not count.

1 \*Last Name \_\_\_\_\_ Jr. Sr. II III IV (Circle one) Other (write-in): \_\_\_\_\_  
 \*First Name \_\_\_\_\_ \*Middle Name \_\_\_\_\_  None

2 \*Date of Birth  /  /

3 \*Social Security Number  -  -   
 Last 4 digits REQUIRED  
 Providing your full Social Security number, though not required, may prove helpful in determination of your eligibility to vote.

4 \*Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_  
 \*City/Town \_\_\_\_\_ \*Zip Code \_\_\_\_\_  
 If address is different than voter registration record, provide the date you moved: \_\_/\_\_/\_\_\_\_.  
 Your address information will be used to update your voter registration record.

5 Phone  -  -  Email \_\_\_\_\_

6 **Statement of Voter**  
 To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.

**Voter:**  
 \*Sign Here

**Today's Date:**  
 /  /

**Privacy Act Notice:** This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may prevent determining your eligibility to vote and result in your provisional ballot not being counted.

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

ELECTION OFFICER	OFFICE/ELECTORAL BOARD USE ONLY
<p><b>You Must Select a Reason Code.</b></p> <p><input type="checkbox"/> #3: Voting after hours due to court order</p> <p><input type="checkbox"/> #4: Vote by mail – no ballot to surrender</p> <p><input type="checkbox"/> #5: Shown on pollbook as already voted</p> <p><input type="checkbox"/> #6: Other: _____</p> <p><input type="checkbox"/> #7: Voter does not have required ID and declined to complete ID Confirmation Statement</p> <p><b>Comments:</b> _____</p> <p><b>Election Officer:</b> <input checked="" type="checkbox"/> _____                      Sign Here</p>	<p><b>Voter ID #</b> _____</p> <p><b>Adjudication:</b> <input type="checkbox"/> COUNT <input type="checkbox"/> DO NOT COUNT</p> <p><b>Voter Identification</b></p> <p>1. If the voter returns with the proper identification, check this box and sign <input checked="" type="checkbox"/> _____</p> <p>2. Attach a copy of the identification document.</p>

ELECT-653 - 7/2023


This side of the provisional envelope is for non-same day registration voters. Only one side of the envelope should be completed.

**Provisional Voter - Green Envelope:**

If a voter meets one of the criteria below, please have the individual fill out and sign the statement on the application side of the green provisional vote envelope: (check each box below to move forward)

- The voter's name is not in the pollbook.
- The pollbook indicates that the person has already voted.
- The general registrar cannot confirm that the voter is registered to vote.
- The voter is confident in both precinct registration and eligibility for the election regardless of available information.

- The pollbook indicates that the person requested an Absentee Ballot, the ballot has not been returned, and the voter does not have the original absentee ballot to surrender.
- The voter is voting in a split precinct and believes that 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 and 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.

 Complete the content above before moving on.

## New 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 assigned by the general registrar, as well as the district the voter believes 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.

In the event a voter does not have ID, the Officer of Election should sign and fill out the appropriate information on the same side of the envelope completed by the voter and indicate on the envelope that the voter does not have ID and refuses to sign the ID Confirmation Statement as follows:

- 1** SAME DAY REGISTRATION PROVISIONAL VOTER SIDE:  
  
Check NO for the question 'Did voter show ID or complete ID Confirmation Statement?'
- 2** NON-SAME DAY REGISTRATION PROVISIONAL VOTER SIDE:  
  
Check Reason Code #7.

## Provisional Ballot Log

After the voter secures a completed ballot in the provisional envelope, copy information from the provisional envelope onto the Provisional Ballot Log (see image below) and include reason codes and any notes that may be pertinent. Place the green provisional voter envelope into the designated 1A Envelope.

**Provisional Ballot Log**

Place in Envelope 8

**GR/Satellite Office:**  
 Election Date: \_\_\_\_\_ Log Date(s): \_\_\_\_\_  
 Election Type: \_\_\_\_\_  
 Locality: \_\_\_\_\_

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

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

		Totals
Voter's name IS NOT on pollbook.	1	Same Day Registration (or not on pollbook)
Voter:		
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order
	4	applied for an absentee ballot, but does not have the ballot
	5	is shown in the pollbook as already having voted
	6	Other (any reason not captured in the other codes)
	7	Voter did not show required ID and declined to complete ID confirmation statement

**What to do during the day**

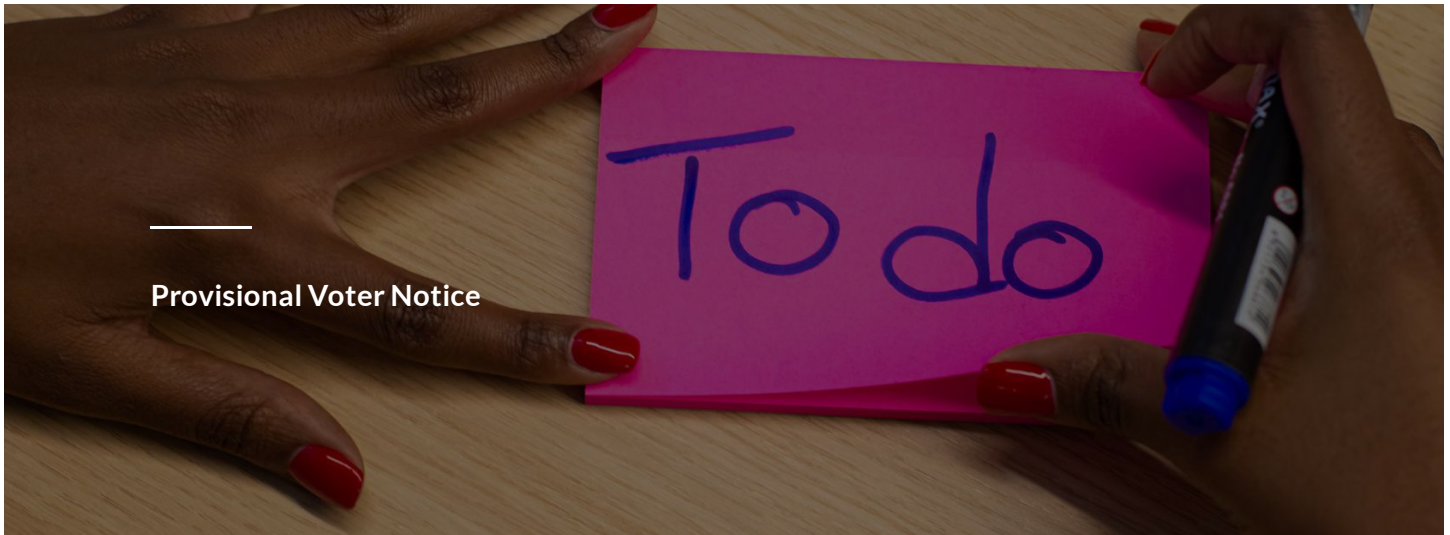
Copy information from the Provisional Vote envelopes below

Page \_\_\_\_\_ of \_\_\_\_\_

<b>1</b> <b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> City/town _____ State _____ Zip code  _____ _____ _____ _____ _____ _____  Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
<b>2</b> <b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> City/town _____ State _____ Zip code  _____ _____ _____ _____ _____ _____  Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
<b>3</b> <b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> City/town _____ State _____ Zip code  _____ _____ _____ _____ _____ _____  Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
<b>4</b> <b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> City/town _____ State _____ Zip code  _____ _____ _____ _____ _____ _____  Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____
<b>5</b> <b>Voter name</b> Last name _____ Middle _____ First name _____ Suffix _____ <b>Address</b> City/town _____ State _____ Zip code  _____ _____ _____ _____ _____ _____  Birth year only _____ Phone number _____	<b>SSN# last 4</b> _____ <b>Reason code</b> _____ 1 3 4 5 6 7 <b>Notes</b> _____ <b>Registrar use only</b> Was this vote counted? YES NO Why not? _____ Date: _____

Page \_\_\_\_\_ of \_\_\_\_\_

Provisional Ballot Log (click on image to enlarge)



Provisional Voter Notice

Before the provisional voter leaves the precinct, be sure to give the voter a Provisional Voter Notice (pictured below).



**Dear voter,**

You voted a provisional ballot today.

Your local electoral board decides which provisional ballots will be counted.

They will meet on **<date>** at **<time>** at **<location>**.

Your provisional ballot will not be counted if the board cannot confirm that you are qualified and registered to vote in this precinct.

You can provide proof that you are qualified to vote in this precinct in person before the deadline, or you can attend the electoral board meeting to provide proof. (Most people do not need legal counsel, but you may bring a lawyer with you.) If you have questions, call your General Registrar's office at **<phone number>**.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

**Reasons you received a provisional ballot**

- |   |  |
|---|--|
| <input type="checkbox"/> Your name was not on the poll book.                        | <input type="checkbox"/> You applied for an absentee ballot, but you do not have the ballot. |
| <input type="checkbox"/> You voted after registering to vote on the same day.       | <input type="checkbox"/> Our records show that you have already voted.                       |
| <input type="checkbox"/> You voted after the polls closed because of a court order. | <input type="checkbox"/> You did not provide required ID. (See other side).                  |
|   | <input type="checkbox"/> Other: _____  |

**If you registered at DMV or other government agency:**

- Provide the name of the agency, its location, and date you registered.
- Show a receipt, if you have one, either to the precinct election officer or General Registrar.

**If you learned that your registration was cancelled,**

but you think it should not have been, call your General Registrar.



You voted a provisional ballot because you did not show proper identification or sign an ID Confirmation Statement.

**Providing proper identification**

For your vote to count, you must provide a copy of an acceptable form of ID or a signed ID Confirmation Statement to your local electoral board.

**Acceptable forms of identification**

- Virginia driver's license or DMV ID
- Valid United States passport
- Identification card issued by the federal government, the Commonwealth of Virginia, or one of its political subdivisions
- Valid student identification card from a college, university, or public or private high school located in Virginia
- Valid student identification issued by a college or university outside of Virginia
- Valid employee photo identification card issued in the normal course of business
- Tribal enrollment or other tribal ID
- Voter confirmation documents
- Current utility bill, bank statement, government check, paycheck or other government document containing your name and address

If you do not have one of these, you can sign an ID Confirmation Statement.

The deadline to provide your ID is **<time>** on the **<day, month, year>**.

Your local electoral board decides which provisional ballots will be counted.

They will meet on **<date>** at **<time>** at **<location>**.

Your provisional ballot will not be counted unless you provide proper identification or sign an ID Confirmation Statement.

You can provide your ID or ID Confirmation Statement in person or by a method listed below any time before the deadline. You can attend the electoral board meeting to provide the required documents. (Most people don't need legal counsel, but you may bring a lawyer with you.) If you have questions, call the General Registrar's office at **<phone number>**.

After vote counting is completed, you can find out if your ballot was counted by calling the Department of Elections at 866-839-2556.

**How and where to deliver your ID**

Provide a copy of your identification by any one of these methods.

By email \_\_\_\_\_

By fax \_\_\_\_\_

In person to the electoral board/General Registrar

By mail to the electoral board/General Registrar

**Physical address**

**Mailing address**

Provisional Voter Notice (click on image to enlarge)

## 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.

## Same Day Registration

---



### What is Same Day Registration?

**Same Day Voter Registration (SDR)** refers to the ability to register to vote in-person and then immediately vote a provisional ballot after the deadline to register and vote a non-provisional ballot has passed.

Beginning with the 2022 General Election, Virginia's General Assembly approved legislation that provides the ability to register at any time, up to and including Election Day (§ 24.2-420.1). There are two distinct time periods which have an impact on how SDR is completed; *early voting (following close of books)* and *Election Day*.



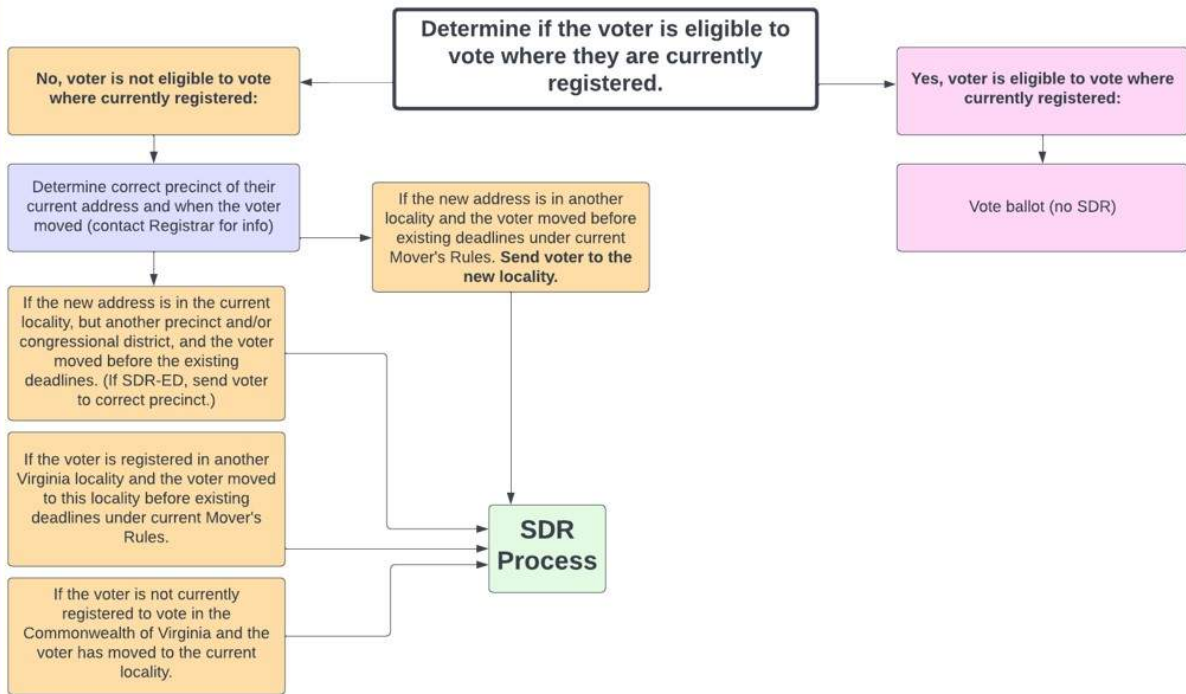
**How does Same Day Registration work on Election Day (SDR-ED) at the polls?**

When a voter comes in to vote at the polls, determine if the voter is eligible to vote where they are currently registered. (see flow chart below)

Remember: On Election Day, voters are required to vote in the precinct designated by their registration address.

# Election Day Same-Day Registration (SDR)

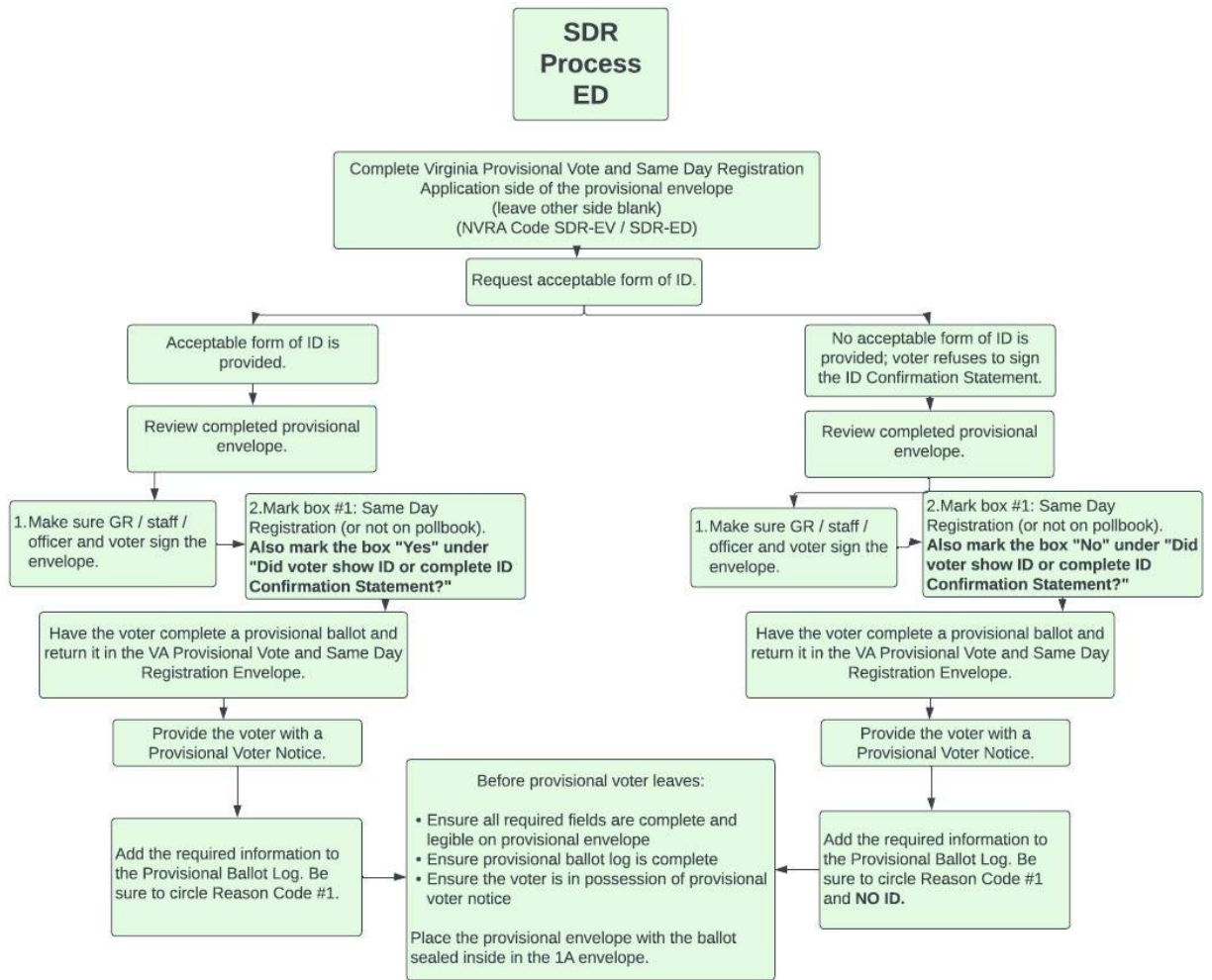
**\*Before issuing SDR Provisional, determine if voter is eligible to vote on machine under What-If sections 4 – 8.**



Click on image to enlarge.

If it is determined that an individual must utilize the same day provisions, please utilize the chart below:





Click on image to enlarge.

## Emergency Planning 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

Click on all five tabs below to learn about how to prepare before an emergency.

EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMER
<p>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.</p>				
<p>The diagram is titled "EMERGENCY EVACUATION PLAN" and includes a north arrow. It features a floor plan of a building with a central corridor highlighted in green, leading to several exits. A red box labeled "YOU ARE HERE" is placed in the upper right section of the building. To the left of the floor plan is a text box containing "EMERGENCY NUMBERS" (FIRE 000, AMBULANCE 000, POLICE 000), "FIRE - In event of" instructions (Remove, Alert, Contain, Extinguish), "EVACUATION PROCEDURE" (Follow instructions, Leave building, Do not delay, Assist persons, DO NOT run, Proceed to assembly area, DO NOT re-enter), and a "LEGEND" for symbols like EXIT, EMERGENCY ASSEMBLY AREA, Dry Chemical Powder Extinguisher, and Carbon dioxide Extinguisher. To the right of the floor plan is an "ASSEMBLY AREA" diagram showing a parking lot with sections for "Staff &amp; Customer" and "Car park".</p>				

EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMER
<p>Know where to locate a first aid kit and fire extinguisher. Have a phone and emergency phone list with important numbers such as emergency services and the general registrar.</p>				



EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMER
-----------------	---------------------	--------------	---	------

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.



EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMER
-----------------	---------------------	--------------	---	------

Follow local emergency plans including cell phones and contact lists, emergency paper pollbook & count forms, all unmarked paper ballots, and emergency ballot box. 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.



EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMER
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 areas, 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.

- 1** **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.
- 2** **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:**

Click on each tab below to review emergency scenarios.

**Chief has not arrived by 5:15 AM** —

Any officer of election should call the general registrar.



**Short on 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 once 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 the malfunctioning equipment from the polls.

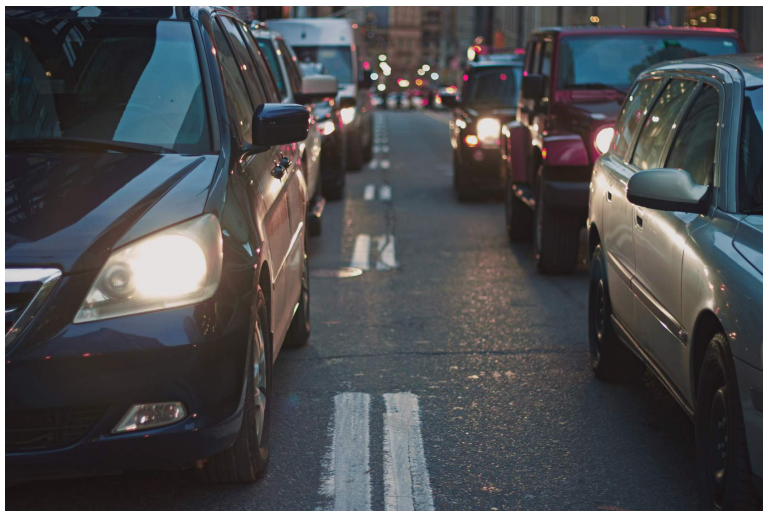
### Disorderly Conduct —

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 the 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 PM, 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.

## Accessibility and Etiquette

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### 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):**


Federal and Virginia state law require 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.



\* VIRGINIA \*

DEPARTMENT of ELECTIONS

Commonwealth of Virginia  
 REQUEST FOR ASSISTANCE  
 § 24.2-649 of the Code of Virginia

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**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.

ELECT-649

Rev. 08/2016

Figure 1 - Request for Assistance From (ELECT-649)

**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's 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 the 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.

**CONTINUE**

Click on each card below to review **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.

## 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.

Click on each checkbox below to review **etiquette topics**:

**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.

**Physical Contact** - 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 to 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. Using the phrase 'person with a disability' treats the voter as a person first. 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.

**People who are Deaf or Hard of Hearing** - Let the person who is deaf or hard of hearing take the lead in establishing the mode of communication such as lip reading, sign language, or writing notes. Talk to the person directly, clearly, and with a moderate pace. It may help to simplify your sentences and use more facial expressions and body language. Do not shout.

**People who are Blind or have a Visual Disability** - When greeting a person who is blind or has a visual disability, identify yourself. Politely ask if the voter would like assistance in navigating to a voting station. When asked to guide a person who is blind or has a visual disability, never push or pull them. Allow them to take your arm, then walk slightly ahead. As you enter the voting area with them, describe the layout and location of the voting station. For example, 'The voting station is in the school's gym. The voting station I am taking you to is at your twelve o'clock and is the fourth station in that row of voting

stations. The station to cast your ballot will be at your eight o'clock near the other exit out of the gym.' Do not pet or distract a service dog. The service dog is responsible for the owner's safety and is always working. A service dog is not a pet.

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

**People who have Intellectual Disabilities** - Voters with intellectual disabilities are eligible to vote unless they have been adjudicated to be mentally incapacitated by a court of law. Keep your communication simple. Rephrase or ask questions for better clarity and never assume what someone is saying. Stay focused on the voter as they respond to you. Allow time for them to tell or show you what they want to communicate.



Complete the content above before moving on.



### **Curbside Voting:**

Any voter age 65 or older or who has a disability may request a ballot outside the polling place.

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 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.

Remember:

- 1 Anyone can make a mistake. Offer an apology if you forget some courtesy. Keep a sense of humor and a willingness to communicate.
- 2 Do not ask questions focused on the person's condition and do not express sympathy or admiration or other feelings related to the person's disability.
- 3 Golden Rule: Treat people the way you want to be treated.



## Chief and Assistant Chief Officers of Election Duties

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### Before Election Day:

Chief and assistant chief officers of elections 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 elections 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

LINES	CHECK NUMBERS	PROVISIONAL BALLOT COUNT	CLOSING THE POLLS
<p>Keep the lines moving.</p> 			

LINES	CHECK NUMBERS	PROVISIONAL BALLOT COUNT	CLOSING THE POLLS
<p>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.</p>			



LINES	CHECK NUMBERS	PROVISIONAL BALLOT COUNT	CLOSING THE POLLS
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Keep track of the total number of provisional ballots cast while the polls are open.



LINES	CHECK NUMBERS	PROVISIONAL BALLOT COUNT	CLOSING THE POLLS
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Close the polls at exactly 7:00 PM, unless a court within the jurisdiction orders the polls to stay open late (see the 'Extended Voting Hours' section below). A cell phone is the best source of the time (clocks and analog/non-smart watches can be wrong).



Complete the content above before moving on.

### After the Polls Close

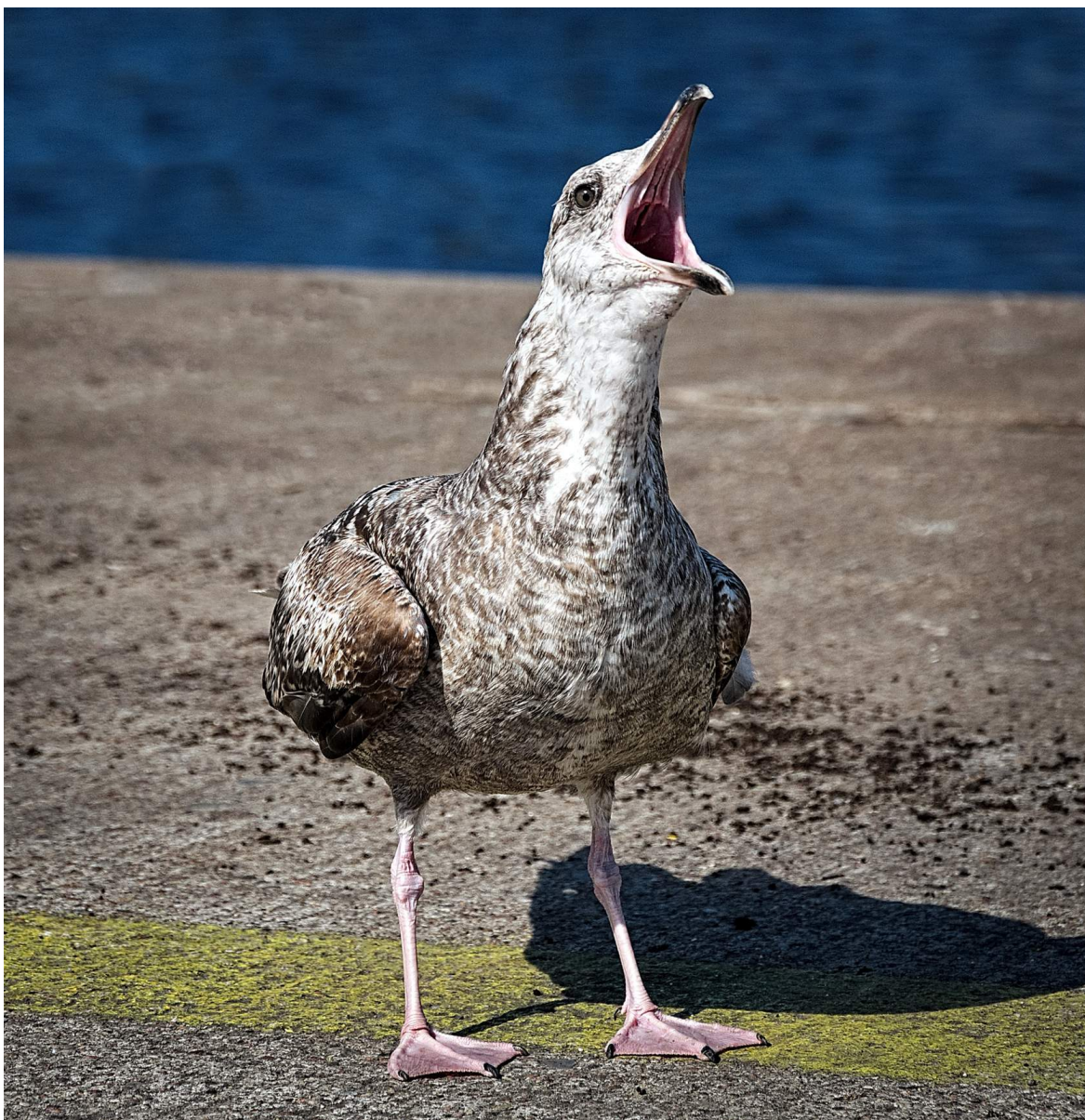
Click on tabs 1-9 below to review activities to complete after the polls close.



## 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 votes



### **Announce Unofficial Results**

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

For elections with ranked choice voting, only the first round of voting can be announced at the polling place. Subsequent rounds will be announced later during the canvass process.

### **Results and Return Sheet**

- Complete the Statement of Results (SOR) form 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



Complete the content above before moving on.

## Officer of Elections Training Quiz

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### Officer of Elections Training Quiz

Use the link below to access the Officer of Elections Training quiz. A score of 80% or greater is required to demonstrate completion of this course. Click on the 'Submit' button at the end of the quiz to receive an email containing your quiz score. Please forward the email with passing results to your general registrar as documentation of your successful completion of this course. Should you receive a score of less than 80%, please review the course and retake the quiz.

<https://fs28.formsite.com/vaelect/wlb30uhlcr/index>





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 the results.



If any absentee ballots were cast at the polling place, the Chief shall supervise counting of absentee ballots.



Empty the ballot box.

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

**Email Address \***

**Locality \***

**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 elections
- general registrar, local electoral board, State Board of Elections

**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

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

- 5
- 1
- 3
- 2

**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

**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.

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

- 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.

**If there is incorrect or missing information on the voter's record 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.

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

- True
- False

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

- The pollbook 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 the voter does not 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 pollbook.

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

- 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 the polling place until backup pollbooks arrive.

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

- True
- False

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

- 55
- 65
- 60
- 50

**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

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

- True
- False

**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 the elections office before the end of the week.
- Vote normally. There is nothing else they need to do.
- Leave the polling place and return with an acceptable ID.
- Sign an ID Confirmation Statement.

**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? (Select 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.

Submit



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# Recount Standards

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BOARD WORKING PAPERS

Steven Koski

ELECT Policy Analyst





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**Memorandum**

**To:** Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Delegate Merricks, and Mr. Weinstein

**From:** Steve Koski, Policy Analyst

**Date:** August 15, 2023

**Re:** Recount Instructions Revisions

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***Suggested Motion***

“I move that the Board adopt the *Recount Step-by-Step Instructions*, as revised.”

***Applicable Code Sections***

§§ 24.2-800 – 24.2-802.3 – Recounts; § 24.2-673.1 – Ranked choice voting.

***Background***

Pursuant to §24.2-802(A) of the Code of Virginia, the State Board of Elections (SBE) must create standards for the administration of recounts. To that end, the SBE previously approved *Recounts Step-by-Step Instructions* (“Instructions”). Recent legislative changes have led to the need for revisions to the Instructions in relation to two types of elections: multi-winner and ranked choice voting.

***Multi-Winner Elections***

Pursuant to Acts of Assembly Chapter 219 of 2023 (§ 24.2-802(C)), the SBE must create additional standards and instructions for the conduct of recounts in elections for an office to which more than one candidate can be elected (“multi-winner race”); the recount provisions of the Code do not otherwise contemplate multi-winner races. Clarifying the parties to a multi-winner race recount was the main purpose of the legislation, as recount courts have had conflicting opinions in previous proceedings on whether to include all winners as parties.

The following are proposed additions/revisions to the Instructions related to multi-winner races:

1. One Winner Named as Party to Recount: The petitioning losing candidate must name one winning candidate as the party to the recount. If the losing candidate is within the recount threshold of multiple winning candidates, the winning candidate with the lowest vote total is named.
2. All Other Winning Candidates Listed on Petition: Petitioner must list all other winning candidates on the petition.
3. All Winning Candidates Served Petition: Petitioner must serve the petition on all winning candidates.

4. Addition of Parties Addressed First: At the preliminary hearing, the recount court should first consider the addition of other winners as parties (if at issue) before any other matters. This ensures that added parties can participate fully in the process.

### ***Ranked Choice Voting Elections***

Like multi-winner races, the recount provisions of the Code do not address ranked choice voting (“RCV”) races. While ELECT will suggest areas for legislation to give a more defined legal framework for RCV recounts in a forthcoming report to the General Assembly, the proposed revisions to the Instructions are recommended to facilitate RCV recounts in the meantime.

The following are the proposed additions/revisions of the Instructions related to RCV races:

1. Determination of Recount Threshold: In calculating the threshold for an RCV recount, the figures used should be confined to the round in which the winner was elected.
2. ELECT Guidance: While RCV-specific provisions have been added, there are general statements about following the RCV Handbook and other guidance from ELECT in administering the process. The RCV process varies depending on the vendor used and, since there are multiple vendors used by localities, it is not possible to enumerate all procedural details. It is recommended that the Recount Instructions set forth the essential elements of the process, but otherwise defer to ELECT guidance for detailed administration.
3. Forms: The proposed revisions make references to RCV versions of existing recount forms (these will be created/adjusted by ELECT).
4. RCV Tabulation: The proposed revisions include a new section that sets forth steps for tabulation of RCV results. Again, some of the process set forth is generalized due to the variation in vendors used by localities. Vendor-specific tabulation guidance will be developed as part of ELECT’s RCV materials as other localities opt to use RCV.

### ***Recommendation***

ELECT recommends that the SBE adopt the *Recounts Step-by-Step Instructions*, as revised.

### ***Attachments***

Revised *Recounts Step-by-Step Instructions*.



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# Recounts

Step-by-Step Instructions

Adopted 08/2023

## Contents

For the Public, Media, Candidates, and Their Representation.....	3
Instructions – General Registrar/ Electoral Board Members .....	8
Instructions – Recount Coordinators .....	12
Instructions – Recount Officials (Scanning Ballots) .....	13
Instructions – Recount Officials (Hand Counting Ballots) .....	15
Instructions – Recount Officials (Challenged Ballots) .....	17
Instructions – Recount Officials (RCV Tabulation).....	18
Instructions – Recount Officials (Completing Process).....	19
Instructions – Clerk of the Court .....	20
Instructions – Recount Court.....	21

# For the Public, Media, Candidates, and Their Representation

## Recount background information

A recount is a secondary count of all votes cast for an office during an election that is directed by an appropriate court of law. A recount may occur for an election for any office or referendum where (i) an election is certified by the appropriate authority and (ii) the losing candidate or losing position in a referendum is within a specific margin (generally, 1%).(Va. Code § 24.2-800(B)).

The State Board of Elections (SBE) must create standards for the administration of recounts (see Va. Code § 24.2-802(A)). These Recount Step-By-Step Instructions (“Instructions”) are in furtherance of that mandate. As of July 1, 2023, the State Board is required to create additional standards and instructions for the conduct of recounts in elections for an office to which more than one candidate can be elected (see Va. Code § 24.2-802(C)). These Instructions have been updated to address recounts in those elections and, additionally, for recounts of elections conducted using ranked choice voting (RCV) under Va. Code § 24.2-673.1.

Pursuant to Va. Code § 24.2-802.2(B), “The recount of votes shall be based on votes cast in the election and shall not take into account (i) any absentee ballots or provisional ballots sought to be cast but ruled invalid and not cast in the election, (ii) ballots cast only for administrative or test purposes and voided by the officers of election, or (iii) ballots spoiled by a voter and replaced with a new ballot.”

Additionally, a recount is not an opportunity to validate or invalidate the eligibility of a voter. Pursuant to Va. Code § 24.2-802.2(C), “the eligibility of any voter to have voted shall not be an issue in a recount.” For instance, if a provisional voter was determined to be qualified by the local electoral board and the vote was counted for the election, the provisional voter remains qualified and the ballot must be processed as all other ballots during a recount.

Further, a full hand count completed as part of a risk-limiting audit under Va. Code § 24.2-671.2 “shall not be construed as a recount under Chapter 8 (§ 24.2-800 et seq.).”

## Briefly, what is the process for a recount in Virginia?

In conducting a recount, the voting machine, which will scan all valid ballots, must be programmed to reject or return ballots that have write-ins, undervotes, overvotes, or ballots that cannot be read (see Va. Code § 24.2-802.2(D)). These returned ballots will be hand counted, along with other ballots required to be hand counted, by recount officials. Recount officials may challenge ballots when they question the validity of the ballot or cannot agree to the voter’s intent presented on the ballots. The recount court will make the determination on the challenged ballot. Additionally, the recount court will certify the final results of the recount.

## How does a recount happen?

In Virginia, there is no automatic recount; rather, a recount will only occur under certain circumstances and when certain actions are conducted.

**First**, the election results must be certified. Certification of election results can happen at different times depending on the office being certified.

The local electoral board must have results certified for local offices within one week following the election (*see* Va. Code § 24.2-671).

The SBE certifies primary and general election results for all federal offices, states offices, and any offices shared by two or more localities. For primary nominations, the SBE must meet to certify results no more than fourteen days after the election (*see* Va. Code § 24.2-534). For November general elections, the SBE must meet to certify the results by the first Monday in December (*see* Va. Code § 24.2-679).

**Second**, the difference between the winning candidate (the winning candidate with the lowest vote total, in the case of multi-winner elections) and the appealing losing candidate must not be more than one percent (1%) of the total vote cast for the two candidates. Votes cast for other candidates cannot be included within this total (*see* Va. Code § 24.2-800(B)).

When the losing or winning candidate is a write-in candidate, the difference between the winning and losing candidates cannot be more than five percent (5%) of the total votes cast for those two candidates (*see* Va. Code § 24.2-800(B)).

In an RCV election, a losing candidate must be within the required threshold of a winning candidate in the round of tabulation in which the winning candidate **first** reaches the required threshold to be elected. A losing candidate is not eligible for a recount on the basis that he or she is within the required threshold of a winning candidate in a round after the round in which the winner first reached the threshold required to be elected. If a round has only two candidates remaining, the candidate receiving the most votes in the round will be considered the winning candidate and the candidate receiving the second most votes will be considered the losing candidate; the losing candidate within the required threshold of the winning candidate in such scenario will be eligible to petition for a recount under § 24.2-800(B).

**Third**, the losing candidate must petition the appropriate court to request a recount (*see* 24.2-801).<sup>1</sup>

In a multi-winner election, the petition must: (i) specify the winning candidate, who is party to the recount, with whom the losing candidate was within the required margin based upon the total votes of the two candidates; and (ii) list the other winning candidates in the election. If there are multiple winning candidates with whom the losing candidate is within the required threshold, the winning candidate with the lowest vote total shall be listed as the party to the recount in (i). Consistent with Virginia law, the recount court, on its own initiative or upon

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<sup>1</sup> See 24.2-800(C) for thresholds related to ballot questions.

request, may join winners listed in (ii) as parties to the recount.

For local offices, the petition must be filed in the circuit court of the county or city in which the candidate being challenged resides. The losing candidate has 10 days from day the results are certified to file a petition with the appropriate court (*see* Va. Code § 24.2-801).

For statewide offices, the petition must be filed in the Circuit Court of the City of Richmond. The losing candidate has 10 days from day the results are certified to file a petition with the appropriate court (*see* Va. Code § 24.2-801).

For presidential electors, the petition must be filed in the Circuit Court of the City of Richmond. The losing candidate must file the petition no later than 5:00 PM of the second calendar day after the day the SBE certifies the election results (*see* Va. Code § 24.2-801.1). Presidential candidates who anticipate the possibility of asking for a recount are encouraged to notify the State Board by letter or email as soon as possible after Election Day.

A recount for presidential electors must be “held promptly” and completed in accordance with the provisions of 3 U.S.C. § 5, at least six days before the time fixed for the meeting of the electors.

The petition to the appropriate court must contain:

- The certified results of the election and
- A request to the appropriate court to have the ballots in the election recounted.

### **What happens after a recount petition is correctly filed?**

The winning candidate (or the governing body of the jurisdiction in the case of a referendum) must be served a copy of the petition within 10 days of certification by the State Board of Elections or electoral board (*See* Va. Code § 24.2-801). For multi-winner elections, all winning candidates must be served a copy of the petition. The petition must be served within five calendar days of certification for an election for presidential electors (*see* Va. Code § 24.2-801.1).

A recount court (also referred to as “Court”) will be established (*see* Va. Code §§ 24.2-801 and 801.1). The Court will consist of three judges: the Chief Judge of the Circuit Court of where the recount petition was filed, and two judges appointed by the Chief Justice of the Supreme Court of Virginia. The Court will preside over the entirety of the recount process. The Court must hold a preliminary hearing within seven calendar days of a petition filed for a recount of any election other than an election for presidential electors. The Court must hold a preliminary hearing within five calendar days of a petition filed for a recount of an election for presidential electors (*See* Va. Code § 24.2-802.1(A)).

### **What happens at the preliminary hearing?**

At the preliminary hearing, (i) motions may be disposed of and (ii) the rules of the procedure for the recount may be “fixed” or determined (*see*. Va. Code § 24.2-802.1). In recounts of multi-

winner races, the addition of parties to the proceedings, if at issue, should be addressed first to allow any added parties the opportunity to fully participate in the process.

The parties to the recount will be entitled access to the pollbooks and other election materials used in the election for “examination purposes” under the supervision of the electoral board; thus, the general registrar and the locality’s legal representation must be present during the hearing. However, **individual ballots cannot be examined** here (see Va. Code § 24.2-802.1(A)).

The Chief Judge and the recount court will also determine other details; including but not limited to, transportation and delivery of election materials and voting machines and testing. The Court will also determine the number of recount officials and confirm the officials suggested by the parties to the recount, confirm recount coordinators, and security measures for the recount (see Va. Code § 24.2-802.1).

### **How are ballots counted?**

**First**, ballots will be scanned by recount officials. Prior to the recount, the locality is required to program the voting machines to return or set aside ballots with overvotes, undervotes, or write-ins (see Va. Code § 24.2-802.2(D)(2)).

**Second**, these returned/set aside ballots, any ballots not accepted by the scanner, and any ballots for which a scanner could not be programmed properly to comply with the requirements of the Code related to recounts will be hand counted (see Va. Code § 24.2-802.2(D)(2)). The recount team will also hand count any ballot that was hand counted on Election Day.

**Third**, if the recount team cannot agree on a ballot’s validity, the ballot will be challenged and handed to the Court for adjudication (see Va. Code §§ 24.2-802.2(D)(3) and 24.2-802.2(F)). The Court will adjudicate the validity of the ballot and the voter’s intent (see Va. Code § 24.2-802.2(F)).

### **Can candidates/ media/ general public observe the recount?**

Yes, a recount is a public event.

“On the request of any party to the recount, the court shall allow that party to appoint one representative observer for each team of recount officials” (see Va. Code § 24.2-802.1(C)).

Each party to the recount is entitled to have one observer per recount official team if they request to the Court to have observers. The observer may stand behind or sit to the outside of the recount officials as they work and may only watch and take notes. Observers must have an unobstructed view of the recount officials’ work. No observer may handle ballots, election materials, or recount materials for ballot security reasons (see Va. Code § 24.2-802.1(C)).

If an observer has a question, it must be directed to the supervising Recount Coordinator -- not the recount officials -- without disturbing the proceedings.



Members of the news media and the general public may also be in the room but are not allowed to handle any official materials or disturb the proceedings in any way.

### **What happens after the Court adjudicates the challenged ballots?**

The Court will certify the total results, including any votes adjudicated for those party to the recount. If the recount changes the result of the election, the winner(s) of the recount will be issued a certificate of election. Further, any updates to vote numbers will be shown on the Department of Elections' website (*see* Va. Code § 24.2-802.2(F)).

## Instructions – General Registrar/ Electoral Board Members

The requirement to execute a recount can occur very rapidly. The Department suggests that if you think a recount is likely to occur, you should begin preparations for a recount prior to the issuance of the Court’s preliminary recount order.

### What are the responsibilities of the General Registrar and Electoral Board for a recount?

There are multiple actions to be completed prior to and during the recount. While the general registrar and electoral board members will likely share responsibilities, the Code ultimately places responsibility for the completion of these actions on the local electoral board. Responsibilities of the general registrar and the electoral board members may shift depending on the court order. Ensure the following is completed prior to the recount:

- Provide to the Clerk of the Court a signed ELECT-659 (Request to Inspect Sealed Materials) from the Department of Elections.

You may also want to request to open **Envelope 6** (unused ballots) or have your ballot printer print a number of ballots for the test deck for the L & A testing.

- Provide to the parties and the recount court a list of election officials, including the party they represent, who served on election day.

Each candidate and governing body/chief executive officer (in the case of a referendum) party to the recount may select an equal number of officers of election to serve as recount officials. Each team of recount officials must be composed of one representative of each party (*see* Va. Code § 24.2-802.1(C)).

- Have a data storage medium for the voting machines of each precinct.

Central Absentee Precinct (CAP) will be counted as a separate precinct.

Valid provisional votes cast for Election Day will be counted as a separate precinct.

- Program your voting machine(s) and data storage device(s).

You must have your voting machine(s)/ data storage medium(s) programed to count the votes cast for the candidates or issue ordered in the recount.

You must have your voting machine(s)/ data storage medium(s) programed to return overvotes, undervotes, and write-ins, as these ballots must be hand counted (*see* Va. Code § 24.2-802.2(D)(2)).

- Conduct an L&A prior to the recount.

Your Recount Court may stipulate in the recount order when your L&A must be conducted and how many ballots will be used.

- For RCV race recounts, ensure that necessary voting systems, computers, software, data storage devices, and other necessary items are prepared for RCV tabulation in accordance with guidance from the Department of Elections.
- Review and amend the **Recount documents** (if needed).

Your recount court may add other winning candidates as parties to the recount. If this happens, amend the recount forms to add the additional parties.

Also, your recount court may require you to account for vote totals for candidates not party to the recount. If so, amend the **votes cast for candidates not party to the recount** on the recount forms to include the other candidate names.

Your recount court determines how many recount officials will assist with the recount. You may be given multiple teams for each precinct or only one team. As such, **review and amend** your instructions for handing off returned ballots from the scanning team to the hand counting team.

- Prepare materials for recount official training.

Ensure the recount officials and coordinators understand how to fill out the **Recount Precinct Results Report** and the **hand count tally sheet** as directed by the Department of Elections and the recount court.

Ensure the recount officials and coordinators understand how to conduct the hand count procedure.

- Prepare materials and set up location for the recount.

Prepare office supplies and required recount documents for your recount teams and coordinators in a “recount kit” for easy access. Set up the recount location as most efficient for your teams.

## What documents are accessible for a recount?

“The petitioner and his counsel and each other party and their counsel under supervision of the electoral board and its agents shall also have access to pollbooks and other materials used in the election for examination purposes, provided that individual ballots cast in the election shall not be examined at the preliminary hearing” (see Va. Code Sec. 24.2-802.1(A)).

Prior to the recount proceedings, the following election related materials are available to the public:

- Statement of results are available at the general registrar’s office (see Va. Code Sec. 24.2- 668(B)).
- Machine tapes are available with the appropriate Clerk of Court (see Va. Code Sec. 24.2-658)
- Printed return sheets are available with the appropriate Clerk of Court (see Va. Code Sec. 24.2- 658).
- Abstract of votes are accessible with the electoral board (see Va. Code Sec. 24.2-675).

### **Can candidates/ media/ general public observe the recount?**

Yes, a recount is a public event.

“On the request of any party to the recount, the court shall allow that party to appoint one representative observer for each team of recount officials” (see Va. Code § 24.2-802.1(C)).

Each party to the recount (candidate) is entitled to have one observer per recount official team, if they request to the Court to have observers. The observer may stand behind or sit to the outside of the recount officials as they work and may only watch and take notes. Observers must have an unobstructed view of the recount officials’ work. No observer may handle ballots, election materials, or recount materials for ballot security reasons (see Va. Code § 24.2-802.1(C)).

If an observer has a question, it must be directed to the supervising Recount Coordinator -- not the recount officials -- without disturbing the proceedings.

Members of the news media and the general public may also be in the room but are not allowed to handle any official materials or disturb the proceedings in any way.

### **Closing the Recount**

#### **Issuance of a new Certificate of Election**

The person(s) having the highest number of votes after the recount will be determined to have been elected to the office(s). The Court will certify to the State Board and the electoral board(s) the person(s) elected. If the recount court’s certification of the recount declares the petitioning candidate the winner (or one of the winners in a multi-winner race), a new certificate of election must be issued, making the original certificate null and void.

#### **Update Results**

Localities involved in a recount may need to change their election results. Per Va. Code § 24.2-671, amendments to official abstracts must be provided to the ELECT. Official amendments to abstracts should be certified and mailed to ELECT. Further, the locality must change election results in VERIS. To do so, the locality must enter a “Reason for Change” in VERIS before they can change their vote totals.

### **Return and Final Retention of Material**

All of the recount material received from each city or county for the conduct of recount proceedings should be resealed, signed by the recount officials and then securely stored by the Clerk of the Circuit Court (Clerk) for each locality in which recount proceedings were held. These materials should remain secured and sealed until the time for the candidate losing the recount to initiate a contest has expired.

If the recount was for a primary or election for a General Assembly seat, statewide office or federal office, ELECT will check with the appropriate office to determine if a contest has been filed by the deadline, and then notify the Clerk. If no contest is pending, the records for the Clerk's own locality should then be treated as prescribed by law for other records from that same election date that are in the custody of the Clerk.

Materials sent from any other localities in a district to be recounted should be returned to the Clerks for those localities, again to be treated in the same manner as other records from that election date that are in the custody of the Clerk. The other Clerks may want to pick up the records, or the sending Clerk may have them delivered personally or by a method that includes tracking of delivery. If the materials are picked up or delivered personally, both Clerks should keep a record documenting the transaction.

## Instructions – Recount Coordinators

### What are my responsibilities as a recount coordinator?

- Supervise multiple recount teams' work progress.
- Assist the recount teams.
  - Provide information on the recount procedure to recount teams.
  - Enter data on the recount precinct results form for the recount teams, if needed.
  - Pick up from the Clerk and deliver to recount teams sealed ballots precinct by precinct.
  - Ensure recount teams have all necessary materials.
  - Check that ballot bins are empty as requested by recount officials.
- Speak with the general public, candidate(s), and their representatives, and media regarding recount information.
  - Recount teams may have to count many ballots by hand and third parties speaking with recount teams may disturb their process of the hand count. To ensure that teams work effectively, recount teams cannot speak to the general public, candidate(s), or their representatives, or media.
- Ensure the recount proceedings are not disturbed.
- A recount coordinator cannot touch any ballots.
  - Only recount teams may touch the ballots. This requirement is due to ballot security and chain of custody.

## Instructions – Recount Officials (Scanning Ballots)

### Check that you have these materials.

- Two (2) copies of *Recount Precinct Results* form (For RCV elections, use *Precinct Results – RCV* form)
- Data storage device for the ballot scanning machine
- Container(s)/ Envelope(s) #3
- Returned ballot bin/ place to set aside ballots that could not be scanned

### Print two (2) zero tapes from the voting machine.

1. **Check** that all totals on the zero tapes read 0000.
2. **Check** that the public counter total reads 0000.
3. **Complete** PART 1 on the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).
4. **Staple** a zero tape to the first page of each *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).

### Scan all ballots through the machine.

1. **Open** container/Envelope #3 and take out the counted ballots for the precinct.  
If you have multiple containers, open one container at a time.
2. **Feed** the counted ballots into the scanner.  
If the machine returns a ballot or a ballot will not scan, **put the ballot aside in the returned ballots bin.**
3. **Repeat** Step 1 and 2 with all containers /Envelopes #3 for the precinct until all ballots have been scanned or set aside for hand counting.
4. **Ask** the recount coordinator to check that all containers /Envelopes #3 are empty.

### Print two (2) results tapes from the voting machine.

1. **Complete** PART 2 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form) with the results tapes.
2. **Staple** one (1) results tape to page 3 of each *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).
3. **Remove** the ballots that successfully scanned from the ballot scanner compartment.
4. **Return** successfully scanned ballots to container/ Envelope #3s.
5. **Ask** the recount coordinator to check that the ballot scanner compartment is empty.

**If you do not have returned ballots set aside.**

1. For RCV races, **jump** to page 18 of these instructions to the section titled: *Instructions – Recount Officials (RCV Tabulation)*.
2. For non-RCV races, **jump** to page 19 of these instructions to the section titled: *Instructions – Recount Officials (Completing Process)*.

**If you have returned ballots set aside.**

1. **Remove** the returned ballots from the bin if directed by the recount coordinator.
2. **Place** returned ballots in the designated area if directed by the recount coordinator.
3. **Ask** the recount coordinator to check that the returned ballot bin is empty.
4. **Go to** page 15 to the section titled: **Instructions – Recount Officials (Hand Counting Ballots)**.



# Instructions – Recount Officials (Hand Counting Ballots)

## Check that you have these materials.

- Returned ballots for the precinct
- Two (2) copies of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV form*) for the precinct
- The Department of Elections’ *Virginia’s Guide to Hand-Counting Ballots*
- Statement of Recount Official - Challenged Ballot* sheet
- Challenged Ballots* envelope
- One (1) copy of the Hand Counting Tally Sheet (For RCV, use the *Hand Counting Cast Vote Record Tally Sheet – RCV*)
- Envelope #2

## Review these definitions.

Definitions you must know.
<b>Undervote:</b> means the voter did not vote the total number of candidates they could have for a seat. For instance, the voter could have voted for six candidates, but the voter only cast a vote for three candidates. For ranked choice voting races, undervote means a voter has left a ranking unassigned.
<b>Overvote:</b> means the voter made more choices than they were entitled. In ranked choice voting races, overvote means a voter assigned more than one candidate the same ranking.
<b>Write-in vote:</b> means the voter wrote the name of an individual that is not printed on the ballot.

## Group the returned ballots.

1. **Separate** and group the ballots into groups of 10.
2. **Secure** each group and label with a group number, starting with Group 1.

## Review ballots one at a time.

1. **Starting** with Group 1, take the first ballot from the group.
2. **Place** the ballot with the office of the recount face up.
3. **Review** the ballot for a vote, undervote, or overvote.

## Record the vote of the ballot.

1. **Tally** a vote, undervote, or overvote presented on the ballot on the *Hand Counting Ballots Tally Sheet*. For RCV races, use the *Hand Counting Cast Vote Record Sheet – RCV* and tally

the vote, undervote, or overvote at each ranking on the ballot.

You and your teammate must agree on the vote(s) presented on the ballot. If you and your teammate do not agree on how the vote was cast, **challenge the ballot and set the ballot aside**. Tally the ballot as “challenged” on the *Hand Counting Ballots Tally Sheet* (or, for RCV contests, the *Hand Counting Cast Vote Record Tally Sheet – RCV*).

### **Return the ballot.**

1. **Turn** the counted ballot face down. You will stack all returned ballots for this group like this.

### **Repeat this process until all ballots in the group have been counted.**

1. **Total** the numbers for this group of ballots on the hand counted ballots tally sheet.
2. **Check** your numbers with your teammate.

If you and your teammate do not have the same numbers, **repeat count** until you and your teammate arrive at same totals.

3. **Secure** together the hand counted ballots tally sheet, the group of hand-counted ballots, and the label.
4. **Set** the documents aside.

### **Repeat this process until all ballot groups have been counted and tallied.**

### **Record totals for hand counted ballots.**

1. **Complete** PART 3 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form for first choice results).

### **If you have ballots that were set aside to be challenged.**

1. **Continue** to the next section titled: *Instructions – Recount Officials (Challenged Ballots)*.

### **If you do not have ballots that were set aside to be challenged.**

1. **Jump** to page 19 of these instructions to the section titled: *Instructions – Recount Officials (Completing Process)*.

## Instructions – Recount Officials (Challenged Ballots)

### Challenge the ballot

1. **Fill** out the *Statement of -Recount -Official – Challenged Ballot* sheet
2. **Attach** the *Statement of Recount Official – Challenged Ballot* sheet slip to the ballot
3. **Place** the ballot and attached *Statement of Recount Official – Challenge Ballot* sheet slip into the *Challenged Ballots* envelope
  - Leave the envelope unsealed
  - Leave the envelope blank
4. **Repeat** steps 2 and 3 until there are no more ballots.
5. **Fill** in the total number of challenged ballots for the precinct in PART 5 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).

## Instructions – Recount Officials (RCV Tabulation)

### Check that you have these materials.

- Department of Elections *Ranked Choice Voting Handbook*
- Data storage device(s) containing cast vote record(s) created by voting system(s)
- *Hand Counted Ballots Cast Vote Record Tally Sheet – RCV*
- Two (2) copies of the *RCV Tabulation Results* form

**Follow *Ranked Choice Voting Handbook* and other guidance from ELECT as process varies depending on voting system vendor.**

### Transfer cast vote record(s) to computer with RCV tabulation software.

1. **Insert** data storage device(s) into RCV tabulation computer.
2. **Upload** cast vote record(s) from data storage device(s) into tabulation software.
  - Follow ELECT guidance on the process for inputting the data from the *Hand Counted Ballots Cast Vote Record Tally Sheet – RCV* form.

### Conduct RCV Tabulation.

1. **Ensure** settings of tabulation software properly reflect rules established in 1VAC20-100-10 *et seq.*
2. **Tabulate** results.
3. **Complete** *RCV Tabulation Results* form.
4. **Proceed** to page 19 to section titled *Instructions – Recount Officials (Completing Process)*.

# Instructions – Recount Officials (Completing Process)

## Complete the *Recount Precinct Results* form

1. **Complete** PART 4 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).
2. **Complete** PART 5 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).
3. **Complete** PART 6 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).

Use the SOR in Envelope #2 for your number of votes cast on election day.

If you did not check “Yes” in PART 6, explain why your numbers do not match. Speak with your recount coordinator for assistance.

Place SOR back in Envelope #2 and reseal when you are done.

4. **Complete** PART 7 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).
5. **Complete** PART 8 of the *Recount Precinct Results* form (or *Recount Precinct Results – RCV* form).

## Collect all groups of hand counted ballots (if applicable).

1. **Remove** the hand counted tally sheet(s) and labels from the grouped ballots.
2. **Secure** together all hand counted tally sheet(s) and labels from the grouped ballots.
3. **Place** all hand counted tally sheet(s) and labels from the grouped ballots in Envelope #2
4. **Place** all ballots that were not challenged into container/Envelope #3.
5. **Check** that all challenged ballots are in the *Challenged Ballots* envelope.

## Seal all envelopes/ containers.

1. **Give** all recount materials to your recount coordinator.
  - Sealed Envelope #2
  - Sealed container/ Envelope #3
  - Sealed challenged ballots envelope
  - Completed *Recount Precinct Results* form (or *Recount Precinct Results form – RCV*) for the precinct
  - Secured hand counted tally sheet(s) and labels from the grouped ballots
  - For RCV races, the completed *RCV Tabulation Results* form

## Instructions – Clerk of the Court

### Briefly, what is the process for a recount in Virginia?

A recount is a secondary tabulation of votes cast for a particular office between two candidates: (i) the candidate certified the winner by the appropriate authority and (ii) the candidate that lost within a specific margin (1%) to the winner (Va. Code § 24.2-800). In multi-winner races, additional winning candidates may be added to the proceedings by the recount court.

In conducting a recount, the voting machine, which will scan all valid ballots, must be programed to reject or return ballots that have write-ins, undervotes, overvotes, or ballots that cannot be read (*see* Va. Code § 24.2-802.2). These ballots that were returned will be hand counted, along with “paper” ballots, by recount officials (*see* Va. Code § 24.2-802.2). Recount officials may challenge ballots when they question the validity of the ballot or cannot agree to the voter’s intent as presented on the ballots. The recount court will make the adjudication of the ballot’s validity and voter intent. Additionally, recount officials will conduct tabulation for RCV elections. the recount court will certify the final results of the recount.

### What are my responsibilities during a recount?

For a recount, you are responsible for ensuring the security of the ballots and other necessary election materials.

- Certify that security measures have been taken in whatever form is deemed appropriate by the chief judge of the recount court (Va. Code § 24.2-802.1(A)).
- Be present and administer oaths to recount officials on the day of the recount.
- Release sealed ballots as requested to the **recount coordinator**.
  - Ensure to sign out the sealed materials before giving them to the recount coordinator.
- Accept completed recount materials and sealed ballots from the **recount coordinator** per precinct.
  - Before accepting materials, ensure that all materials are being returned that were released and that they are sealed.
- Convey sealed recount materials to the recount court for the entire locality in precinct number order.
- Secure sealed election materials after the recount as required by Va. Code § 24.2-669.

## Instructions – Recount Court

### Briefly, what is the process for a recount in Virginia?

A recount is a secondary tabulation of votes cast for a particular office between two candidates: (i) the candidate certified the winner by the appropriate authority and (ii) the candidate that lost within a specific margin (1%) to the winner (Va. Code § 24.2-800). In multi-winner races, your court may add additional winning candidates as parties to the proceedings.

In conducting a recount, the voting machine, which will scan all valid ballots, must be programmed to reject or return ballots that have write-ins, undervotes, overvotes, or ballots that cannot be read (see Va. Code § 24.2-802.2). Returned ballots will be hand counted, along with “paper” ballots, by recount officials (see Va. Code § 24.2-802.2). Recount officials may challenge ballots when they question the validity of the ballot or cannot agree to the voter’s intent presented on the ballot. Your court will adjudicate the validity of the ballot and the voter’s intent. Additionally, your court will certify the results of the recount.

### What are the legal requirements of the chief judge/ recount court?

Review Va. Code § 24.2-802.1 for a full outline of your legal requirements.

- The Chief Judge must call a preliminary hearing within seven (7) calendar days of a petition filed for a recount of an election (five [5] days for a presidential election) (see § 24.2-802.1(A)).
  - For multi-winner elections, your court should first address the addition of parties, if at issue, before proceeding with other matters in order to ensure that all added parties to the recount have the full opportunity to participate.
- Determine logistics and security of the recount and relevant election materials (see Va. Code § 24.2-802.1(A)).
  - The Chief Judge should review all security measures for all ballots and voting systems taken prior to the recount and “ensure proper security to conduct the recount.”
  - Determine the time/ location for recount, delivery and transportation of election material and voting machines.
  - Determine the procedures for the recount.
  - Determine the number of recount officials required to conduct the recount within a “reasonable period” (see Va. Code § 24.2-802.1(C)). Parties to the recount are entitled to choose the officials.
- Your court may select pairs of recount coordinators to serve for each county or city in the election district. These coordinators must be members of the county or city electoral board and represent the political parties as defined by Va. Code § 24.2-101 (see Va. Code § 24.2-802.1(C)).
- Supervise the recount (see Va. Code § 24.2-802.1(D)).
- Determine the validity and voter intent of a ballot challenged by recount officials (Va. Code § 24.2-802.2(F)).

- Certify the results of the recount (*see* Va. Code § 24.2-802.2(F)).

### **Why were ballots challenged?**

Your court received a challenged ballot because the recount officials during the hand counting phase of the recount procedure could not agree on the validity of the ballot or the voter's intent as presented on the ballot. Per Va. Code § 24.2-802.2(E), a written statement from a recount official challenging the ballot is "sufficient to require" the submission of the ballot to the Court.

The challenged ballot should be attached to another paper which provides information on the specific ballot regarding (i) the precinct number, (ii) precinct name, (iii) office seat up for election, and (iv) reason for the challenge.

### **Is there any guidance on determining the validity of a ballot?**

The recount court will ultimately determine the voter's intent as presented on the ballot. Determination of the validity (and vote) of the challenged ballot is under the authority of your court.

At the beginning of the recount, the recount officials were provided with State Board of Election's guidance titled, "*Virginia's Guide to Hand-Counting Ballots*," which exemplifies how a ballot may be marked and how voter intent may be interpreted by the viewer.

### **Should the Court adjudicate challenged ballots as they become available within the precinct or adjudicate challenged ballots within a precinct all at once?**

ELECT recommends that the recount court view all challenged ballots of a precinct at once for purposes of ballot security and handling.

### **How are political parties and/or candidates involved in the Recount procedure?**

A recount process is an election administrative procedure that your court directs. As a result, candidates and/or their representatives (observers) will be more involved with the recount court's hearings; including, preliminary and any hearing regarding appropriately challenged ballots.

Political parties, candidates, and/or their representatives (observers) are entitled to observe the recount process but have no explicit legal standing to determine voter intent on a ballot (legally reserved for the recount officials or your court) or challenge a ballot (legally reserved for the recount officials).





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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 Supervisor



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DEPARTMENT *of* ELECTIONS

# Stand By Your Ad

August 15, 2023

State Board of Elections Meeting

# Print Media

1. Clinton For VA - CC-23-00693 (GA – SoV)
  2. Committee to Elect Kim Sudderth - CC-22-00660 (SoV)
  3. OBrien for Delegate - CC-22-00574 (HoD)
  4. Rod Thompson for HD-84 - CC-22-00639 (HoD)
- 
5. Gordon Metz (BoS)
  6. FRIENDS OF CANDIDATE STONE - CC-23-00369 (BoS)
  7. Friends of John Stanmeyer - CC-23-01054 (BoS)
  8. Friends of Kenn Knarr - CC-23-00798 (BoS)
  9. Friends of Tim Sansone for Sheriff - CC-23-00562 (Sheriff)
  10. Friends of Tom McKenna - CC-23-00778 (CA)
  11. Kyle Matt Moore for Sheriff - CC-22-00779 (Sheriff)
  12. McCracken for BOS - CC-23-00983 (BoS)
  13. Re-elect Laurel Garrelts - CC-23-00275 (SB)
  14. Tonya Sibert for Commissioner of the Revenue - CC-23-00665 (CoR)

# 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.

## Schedule of Penalties

### *General Assembly and statewide offices*

- \$100 per violation if first time before Board for SBYA
- \$300 per violation
- If advertisement disseminated or on display within 14 days prior to or on Election Day, penalty will be doubled

## REVISED Schedule of Penalties *Local and Constitutional offices*

- \$50 per violation if first time before Board for SBYA
- \$100 per violation
- If advertisement disseminated or on display within 14 days prior to or on Election Day, penalty will be doubled
- If by unanimous vote, the Board agrees that both the seriousness of the offense and harm to the public are low, the Board may replace any penalties assessed under this schedule for violations of print media advertisements with a \$25 penalty, as long as the sponsor has not previously violated Stand By Your Ad



# Print Media

Advertisement sponsored by candidate or candidate committee

No Other Candidate Mentioned in Ad	Another Candidate Mentioned (who approved the ad)	Another Candidate Mentioned (did not approve the ad)	Jointly Sponsored Ad
“Paid for by John Doe.” OR “Authorized by John Doe.”	Paid for by John Doe. Authorized by Jane Smith, candidate for Delegate.	Paid for by John Doe. Not authorized by any other candidate.	Paid for by John Doe, Donald Duck and Jane Smith.

Substantial Compliance: An advertisement is only substantially compliant if the words used in the disclosure unambiguously convey the information required by Chapter 9.5. Under this standard, advertisement disclaimers must communicate to a reasonable person what is intended and may not admit to alternative interpretations.

Standard adopted at 11/16/16 SBE meeting: an advertisement bearing the disclosure legend “Sponsored by [Name of committee]” rather than the approved “Paid for” or “Authorized by” conveyed the information required by §24.2-956 and was therefore in substantial compliance.

# Clinton For VA - CC-23-00693

Complaint: No disclosure

Complainant: Eric Brazeal

4 banners

Violation Date: 6/24/2023

Election Date: 11/7/2023



# Committee to Elect Kim Sudderth - CC-22-00660 (SoV)

Complaint: No Disclosure

Complainant: Mia Holmes

1 sign

Violation Date: 5/5/2023

Election Date: 6/20/2023



# O'Brien for Delegate - CC-22-00574

Complaints: No disclosure

Complainants: Mia Holmes and Sophia Fairman

2 signs, 1 car magnet

Violation Dates: 5/5/2023 and 5/8/2023

Election Date: 6/20/2023



# Rod Thompson for HD-84 - CC-22-00639

Complaint: No disclosure

Complainant: Richard Cecconi

5 signs

Violation Date: 4/19/2023

Election Date: 6/20/2023



# Gordon Metz

Complaint: No disclosure

Complainant: Dawn Stultz-Vaughn, GR Henry

1 sign

Violation Date: 6/27/2023

Election Date: 11/ 7/2023

On June 14, 2023, Gordon Metz, candidate for Reed Creek Board of Supervisors came into the Registrar's Office to submit signature petitions & candidate paperwork. While escorting him to the Treasurer's Office to notarize his forms, he asked if the campaign signs needed to have paid for/authorized on them. I explained that the Code of Virginia states they must be printed on every sign, either "Paid for By\_\_" or Authorized By\_\_", or both, and it specifies the size/font. To this, he replied "Well, they've already been made & don't have that." Again, I told him Virginia law says one of those phrases is required to be on every sign." On 6/27/23, a Gordon Metz Reed Creek Supervisor sign was observed at the corner of Fairystone Park Highway and Fair Oaks Drive in Bassett, Virginia. The yard sign does not have any required notation of paid for/authorized by on either side of the sign.



# FRIENDS OF CANDIDATE STONE - CC-23-00369

Complaint: No Disclosure

Complainant: Pittsylvania Republican Committee

2 signs

Violation Dates: 6/6/2023 and 7/18/2023

Election Date: 11/7/2023



# Friends of John Stanmeyer CC-23-01054

Complaint: No disclosure

Complainant: Thomas Sayre

1 flyer

Violation Date: 5/1/2023

Election Date: 5/1/2023 (nominating event)

Live in the Shenandoah District? **URGENT Special Election ALERT!**

This will be a **VERY** close election... decided by a few votes. Please **VOTE** for:

**JOHN STANMEYER** *for*  
Shenandoah District Supervisor, Warren Co.

*Our opposition, a sitting School Board member, voted for policy allowing **men to have access to women's bathrooms & locker rooms**, and for a "Social Emotional Learning" program pushing CRT & Antifa-like disruption.*

**GOP Firehouse Primary (GOP affiliation optional)**

**Friday May 5<sup>th</sup> 2pm-7pm**

**Fire Dept @ 266 Rockland Ct.**

**From the Walmart/Target light, North on 340/522 for 0.8mi, Right at 1<sup>st</sup> Light (Rockland/Reliance), 0.3 miles, Left on Rockland Ct., 0.2mi, Fire Dept. on Right**

#### **Protect Your Community**

- Local Values, not Woke Tyranny
- Smart Growth, not Ashburn 2.0
- Attract the RIGHT Businesses
- Fund our First Responders

#### **Protect Your Rights & Freedoms**

- Uphold Your Constitutional Rights
- Parental & Education Rights
- No Medical Mandates

#### **Protect Your Pocketbook**

- Fair Assessments and Minimal Tax Increases
- Honesty, Transparency & Accountability
- Smart Stewardship of Taxpayer Dollars
- Data-driven Fiscal Discipline



# Friends of Kenn Knarr - CC-23-00798

Complaint: No Disclosure

Complainant: William Card

2 Online Ads

Violation Dates: 5/23,27/2023

Election Date: 6/20/2023



# Friends of Tim Sansone for Sheriff –

## CC-23-00562

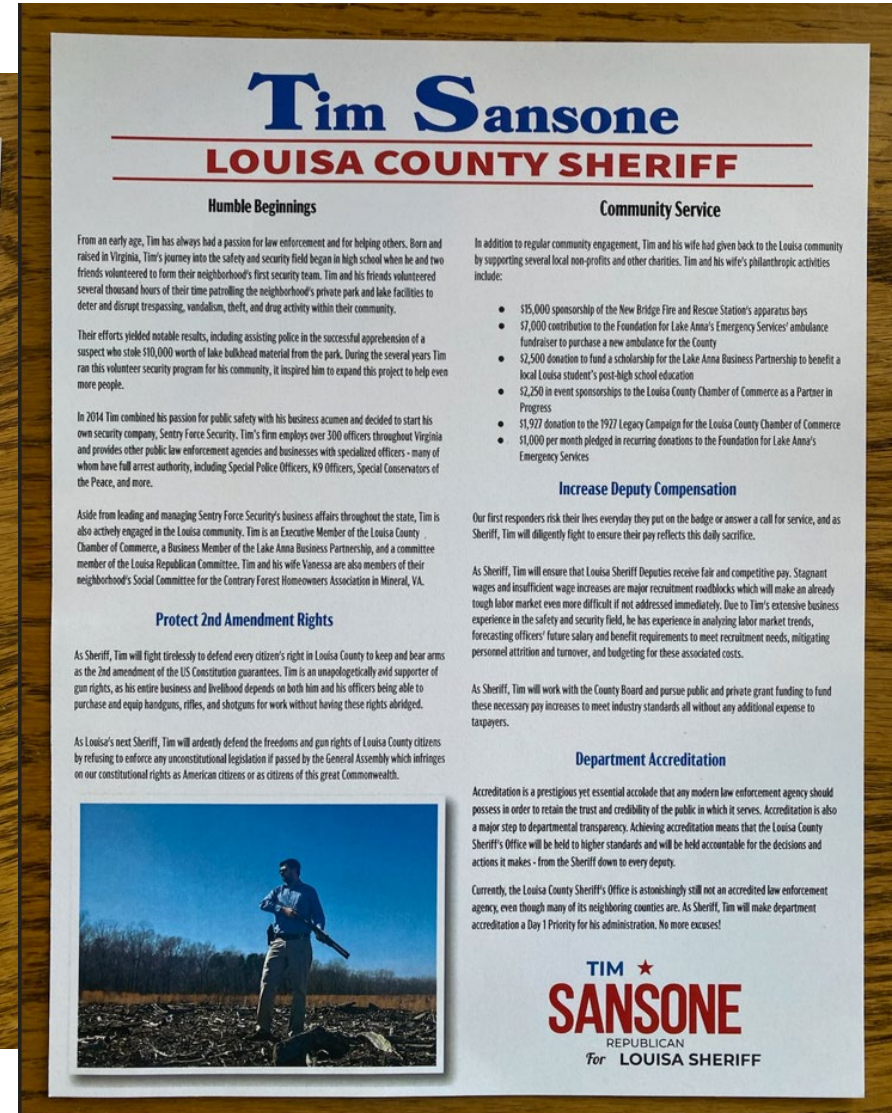
Complaint: No Disclosure

Complainants: Robert Hardy,  
Donald Jones, Dakota Pulling

3 Flyers

Violation Dates: 3/5,22 & 4/8/23

Election Date: 5/8/2023



# Friends of Tom McKenna - CC-23-00778

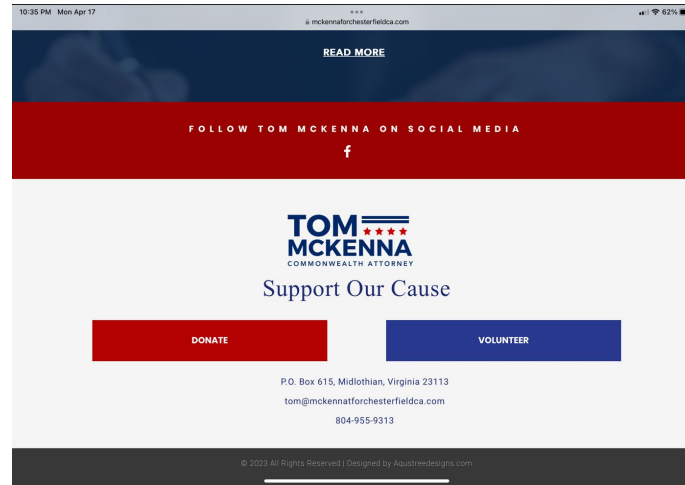
Complaint: No disclosure

Complainant: Michael Wade

1 palm card, 2 signs, 1 website

Violation Dates: 4/2,17,21,30/23

Election Date: 6/20/2023



CHESTERFIELD COUNTY  
NEEDS A CHANGE...

TOM MCKENNA IS  
THE SOLUTION FOR  
RESPONSIBLE LEADERSHIP

YOU HAVE THE POWER  
TO HELP HIM WIN

**TOM MCKENNA**  
COMMONWEALTH'S ATTORNEY  
*Restoring Responsible Leadership & Public Trust*

[www.facebook.com/mckennaforca](http://www.facebook.com/mckennaforca)

YOUR DOLLARS  
GO TO WORK  
IMMEDIATELY!  
PLEASE DONATE &  
INVITE OTHERS



**TOM MCKENNA**  
COMMONWEALTH'S ATTORNEY  
[www.McKennaForChesterfieldCA.com](http://www.McKennaForChesterfieldCA.com)

TOM MCKENNA  
ANNOUNCES CANDIDACY FOR REPUBLICAN NOMINATION FOR  
CHESTERFIELD COMMONWEALTH'S ATTORNEY

Tom, a former Virginia State Trooper, and member of the Virginia Attorney General's Office under AG Mark Early, was a prosecutor for 24 years, the last 17 as a Deputy Commonwealth's Attorney in Chesterfield County. He has been in private law practice since 2018.

With almost 2 decades of service in the Chesterfield Commonwealth's Attorney's Office Tom is seeking to bring back the prominence the office had several years ago and will work hard to:

- Restore ethical, responsible leadership
- Repair public trust
- Reestablish positive relationships within Chesterfield Public Safety and the community
- Hold criminals who prey on our children accountable

TOM IS HONORED TO HAVE THE ENDORSEMENTS OF THE FOLLOWING COMMUNITY LEADERS:

Honorable Karl Leonard, Chesterfield County Sheriff  
Honorable Wendy Hughes, Chesterfield County Clerk of the Circuit Court  
Honorable Carrie Coyner, Delegate 62nd District  
Honorable Mike Cherry, Delegate 66th District  
Honorable Roxann Robinson, Delegate 27th District  
Honorable Lee Ware, Delegate 65th District  
Honorable Kim Taylor, Delegate 63rd District  
Honorable Kevin Carroll, Chairman Chesterfield Board of Supervisors (Matoaca District)  
Honorable Rob Cerullo, Commonwealth's Attorney Powhatan County

Find us on [www.facebook.com/mckennaforca](http://www.facebook.com/mckennaforca)

# Kyle Matt Moore for Sheriff - CC-22-00779

Complaint: No Disclosure

Complainant: Richard Shull

1 truck design

Violation Date: 1/17/2023

Election Date: 11/7/2023



# McCracken for BOS - CC-23-00983

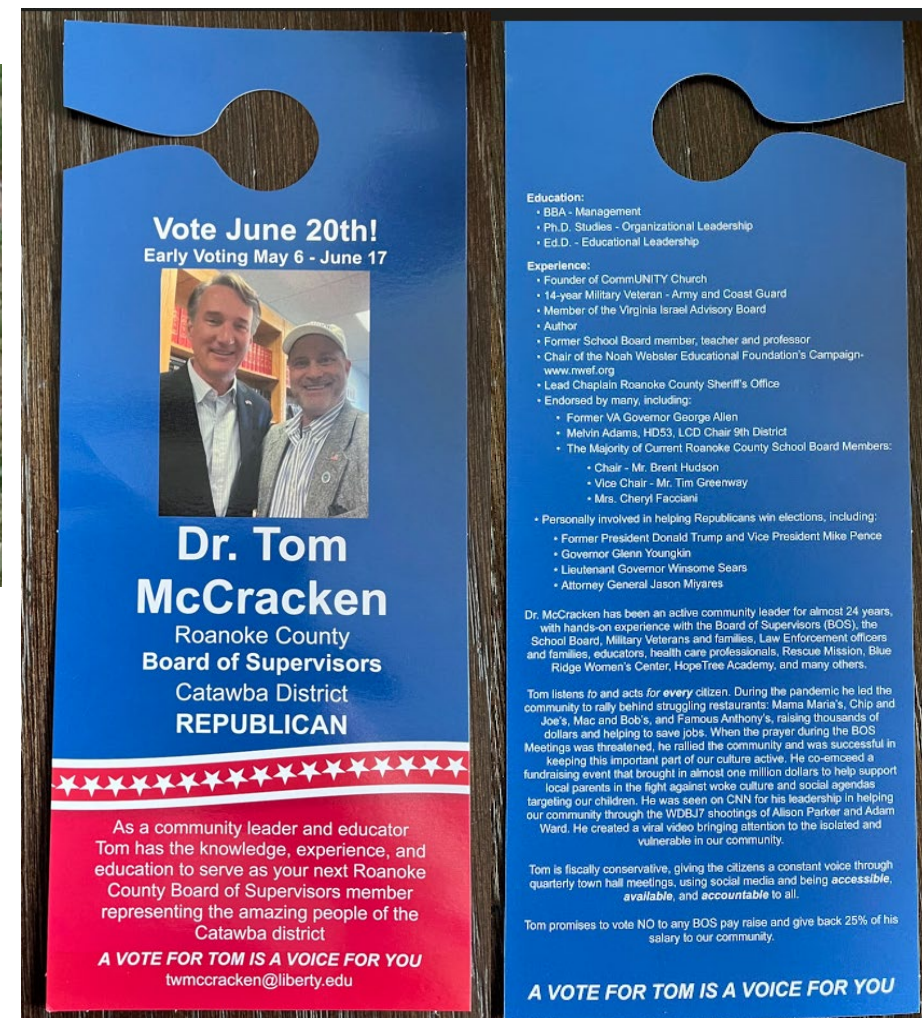
Complaint: No disclosure

Complainants: Shelley Winterer and Ken Srpan

3 signs, 1 doorhanger

Violation Dates: 5/6,26/2023

Election Date: 6/20/2023



# Re-elect Laurel Garrelts - CC-23-00275

Complaint: No Disclosure

Complainant: Michael Petersen

2 signs

Violation Dates: 4/23/23 and 7/2023

Election Date: 11/7/2023



# Tonya Sibert for Commissioner of the Revenue - CC-23-00665

Complaint: No Disclosure

Complainant: Jennifer Adams

1 staff shirt

Violation Date: 6/9/2023

Election Date: 11/7/2023



food insecurity in our area. It was fantastic to share this event with **Tonya Sibert**, an amazing woman who shares a strong desire to better serve our community. Thank you to the **Chris Darlington** Band for providing the entertainment and West Oaks Farm Market for providing the venue.





★ VIRGINIA ★  
STATE BOARD *of* ELECTIONS

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# Closed Session

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BOARD WORKING PAPERS