



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

BOARD MEETING

Tuesday, June 30, 2026
Washington Building
Martha Brissette Conf. Rm – B27
Richmond, VA
Video and Teleconference

Videoconference:

<https://covaconf.webex.com/covaconf/j.php?MTID=maf1d4bef89d47506c615c6112a42e114>

Meeting password: GXb9AVjKx22

Teleconference:

1-517-466-2023 US Toll
1-866-692-4530 US Toll-Free
Access Code: 2439 807 1595

1:00 P.M.



**STATE BOARD OF ELECTIONS
AGENDA**

DATE: Tuesday, June 30, 2026

LOCATION: Washington Building

1100 Bank St. Richmond, VA 23219

Martha Brissette Conf. Rm – B27

TELECONFERENCE:

+1-517-466-2023 US Toll

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VIDEO CONFERENCE:

<https://covaconf.webex.com/covaconf/j.php?MTID=maf1d4bef89d47506c615c6112a42e114>

Password: GXb9AVjKx22

TIME: 1:00 P.M.

I. CALL TO ORDER

John O'Bannon, Chairman

II. APPROVAL OF MINUTES

Georgia Alvis-Long, Secretary

A. May 28, 2026

III. PUBLIC COMMENT

IV. COMMISSIONER'S REPORT

*Steven Koski
Commissioner*

V. DELEGATIONS OF AUTHORITY

*Claire Scott
ELECT Policy Analyst*

VI. OFFICERS OF ELECTION TRAINING REVISIONS

*John Cronin
Election Services Manager*

*Danny Davenport
Director of Policy*

VII. SBE PROPOSED POLICIES

- **SBE Policy 2026-002 Prohibited Personal Use**

*Emily Mynarski
Campaign Finance Compliance
and Training Specialist*

VIII. CAMPAIGN FINANCE APPEALS

A. LOCALLY ASSESSED PENALTIES:

- **Eli Rybinni aka Shawn Hunter for Lynchburg City Council (LYNCHBURG CITY)**
- **Jacobson for School Board (NEWPORT NEWS CITY)**

B. STATE ASSESSED PENALTIES:

- **Friends of Andy Pittman**
- **Next Gen Leadership**

IX. CLOSED SESSION

X. ADJOURNMENT

NOTE: <https://townhall.virginia.gov/L/ViewMeeting.cfm?MeetingID=43462>

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 Washington Building.

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 WebEx. Last, we will hear from persons who provided their name and phone number to 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

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's 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. You will need to provide your first and last name and the phone number you've used to call in.



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Approval of Minutes

BOARD WORKING PAPERS

1 The State Board of Elections (“the Board”) meeting was held on Thursday,
2 May 28, 2026 in the Martha Brissette Conference Room of the Washington
3 Building in Richmond, Virginia. The meeting also offered public participation
4 through electronic communication so the remote public could view and hear the
5 meeting. In attendance: John O’Bannon, Chairman; Rosalyn R. Dance, Vice Chair;
6 Georgia Alvis-Long, Secretary; and Dr. Sally Hudson, member represented the
7 State Board of Elections (“the Board”). Steven Koski, Commissioner, and Ashley
8 Coles, Deputy Commissioner represented the Department of Elections (“ELECT”),
9 and Ajay P. Saini represented the Office of the Attorney General (“OAG”).
10 Chairman O’Bannon called the meeting to order at 1:04 P.M.

11 The first item of business was the Approval of the Minutes from the May 1,
12 2026 Board Meeting that included two text corrections, presented by Chairman
13 O’Bannon. Vice Chair Dance moved *to approve the minutes from the May 1, 2026*
14 *Board Meeting*. Dr. Hudson seconded the motion and the motion passed
15 unanimously. A roll call vote was taken:

16 Chairman O’Bannon – Aye

17 Vice Chair Dance – Aye

18 Dr. Hudson – Aye

19 Chairman O’Bannon opened the floor to public comment. There was no one
20 in person or online that wanted to address the Board.

21 The next item of business was the Commissioner's Report, presented by
22 Commissioner Koski. Commissioner Koski informed the Board that today's
23 presentations include campaign finance appeals and the drawing for ballot order
24 for the August 4, 2026 Primary Election. Commissioner Koski stated that in
25 Primary Elections, the ballot order is determined by the order in which the
26 candidates file and the drawing is necessary when we have simultaneous filers.
27 Commissioner Koski reminded the Board that the filing deadline for the U.S.
28 Senate and local candidates was early April 2026 and April 26, 2026 was the filing
29 deadline for the U.S. House of Representatives. May 27, 2026 was the deadline
30 for the parties to certify to ELECT whom those candidates were. The
31 Commissioner gave an overview of the August 4th Primary Election. The U.S.
32 Senate will have a Republican Primary, U.S. House District 1 will have a
33 Democratic Primary, U.S. House District 2, will have a Democratic Primary,
34 District 5 will have a Democratic and a Republican Primary, District 7 will have a
35 Republican Primary, District 8 will have a Democratic Primary, District 9 will have
36 a Democratic Primary and District 10 will have a Republican Primary. And for the
37 local offices there are Democratic Primaries in Arlington County, Chesterfield
38 County, Harrisonburg City, Montgomery County and Roanoke City. Commissioner
39 Koski addressed the consequential decision from the Supreme Court in which
40 Virginia had an election and the Supreme Court ruled that the election was void,

41 which means that the State Board of Elections will take no further action on that
42 election and there will be no changes to the congressional districts for 2026.

43 Commissioner Koski acknowledged that although the election was ruled void, the
44 Commissioner wanted to express that the localities ran the election very well and
45 that the unofficial results will remain on ELECT's website. If anyone registered as
46 part of that election or did same day registration, your registration is valid and
47 continues going forward. The next opportunity to vote is the August 4th Primary
48 which is different from previous years because of the legislation that was passed
49 this year; therefore, it is in August rather than in June. ELECT will be conducting
50 additional voter education efforts to make sure that voters are aware that August 4th
51 is the date to vote and ensure that the voters know where to vote. Commissioner
52 Koski updated the Board on a couple of executive orders from the Governor to
53 include Executive Order 13 in which ELECT was required to rejoin ERIC.

54 ELECT has rejoined and has taken all the necessary actions to become a member
55 of ERIC once again. The Governor also recently issued Executive Order 16, which
56 is an overall security order, and ELECT is working on developing guidance for
57 local election officials and officers of election in accordance with that order.

58 Commissioner Koski stated that is already a part of ELECT's overall planned
59 efforts that's done every year for election security. ELECT meets with our law

60 enforcement partners and other key stakeholders in which we do training and do
61 pre-election meetings.

62 The next item of business was the Candidate Ballot Order Drawing for the
63 August 2026 Primary Election presented by John Cronin, Election Services
64 Manager. *This memo is in the Working Papers for the May 28, 2026 Meeting.* Mr.
65 Cronin and Donald Gaines conducted the drawing of names. The ballot order for
66 Democratic Member, House of Representatives, 1st District is as follows:

- 67 1. Salaam Bhatti
- 68 2. Shannon L. Taylor
- 69 3. Jason S. Knapp
- 70 4. Melvin Tull III
- 71 5. Elizabeth Dempsey Beggs

72 The ballot order for Democratic Member, House of Representatives, 2nd District is
73 as follows:

- 74 1. Elaine G. Luria
- 75 2. Sudipta Devanath
- 76 3. Patrick B. Mosolf

77 The ballot order for Democratic Member, House of Representatives, 5th District is
78 as follows:

- 79 1. Robert Tracinski

80 2. Suzanne Krzyzanowski

81 3. Tom S. Perriello

82 The ballot order for Democratic Member, House of Representatives, 8th District is
83 as follows:

84 1. Mo Seifeldein

85 2. Michael Christian Duffin

86 3. Donald S. Beyer, Jr.

87 The ballot order for Democratic Member, House of Representatives, 9th District is
88 as follows:

89 1. Joy A. Powers

90 2. Adam Grayson Murphy

91 The ballot order for Republican Member, House of Representatives, 7th District is
92 as follows:

93 1. Philip A. Harding

94 2. Doug A. Ollivant

95 The ballot order for Republican Member, House of Representatives, 10th District is
96 as follows:

97 1. David T. Beckwith

98 2. M. Sam Wong

99 Vice Chair Dance moved *that the Board certify the determinations by lot of the*
100 *order of candidates on the ballot for primary elections to be held on August 4,*
101 *2026.* Dr. Hudson seconded the motion and the motion passed unanimously. A roll
102 call vote was taken:

103 Chairman O'Bannon – Aye

104 Vice Chair Dance – Aye

105 Secretary Alvis-Long – Aye

106 Dr. Hudson – Aye

107 The next item of business was the Finalization of Stand by Your Ad
108 Decisions from the May 1st Meeting, presented by Donald Gaines, Campaign
109 Finance Compliance and Training Specialist. *This memo is in the Working Papers*
110 *for the May 28, 2026 Meeting.* Vice Chair moved *that the Board finalize the*
111 *decisions made on the eleven Stand By Your Ad (SBYA) violations assessed at the*
112 *May 1, 2026 State Board of Elections (SBE) meeting.* Dr. Hudson seconded the
113 motion and the motion passed unanimously. A roll call vote was taken:

114 Chairman O'Bannon – Aye

115 Vice Chair Dance – Aye

116 Secretary Alvis-Long – Aye

117 Dr. Hudson – Aye

118 The next item of business was the Campaign Finance Penalty Appeals
119 Hearing for locally and state assessed penalties, which was presented by Emily
120 Mynarski, Campaign Finance Compliance and Training Specialist. *These appeals*
121 *are in the Working Papers for the May 28, 2026, Meeting.* The first penalties
122 reviewed were assessed by local “GRs”.

123 The first penalty, assessed by the Alexandria City GR, was for Friends of
124 Michelle Rief (CC-18-00205). Ms. Rief and Angela Turner, GR addressed the
125 Board. Ms. Mynarski informed the Board that a \$1000 penalty was assessed and
126 Ms. Reif is requesting the assessment to be reduced to \$100. Dr. Hudson stated
127 pursuant to §24.2-953.6 of the code of Virginia, because the petitioner has
128 demonstrated good cause to justify relief of the assessed campaign finance
129 penalty(s), I move *that the State Board of Elections grant relief as requested by the*
130 *petitioner.* Vice Chair Dance seconded the motion and the motion passed
131 unanimously. A roll call vote was taken:

132 Chairman O’Bannon – Aye

133 Vice Chair Dance – Aye

134 Secretary Alvis-Long – Aye

135 Dr. Hudson – Aye

136 The next penalty assessed, by the Radford City GR, was for David Horton
137 for Mayor (CC-18-00046). Mr. Horton and Lindsey Williams, GR addressed the

138 Board. Ms. Mynarski informed the Board that a \$100 penalty was assessed. Dr.
139 Hudson stated pursuant to §24.2-953.6 of the code of Virginia, because the
140 petitioner has demonstrated good cause to justify relief of the assessed campaign
141 finance penalty(s), I move *that the State Board of Elections grant relief as*
142 *requested by the petitioner.* Vice Chair Dance seconded the motion and the motion
143 passed unanimously. A roll call vote was taken:

144 Chairman O'Bannon – Aye

145 Vice Chair Dance – Aye

146 Secretary Alvis-Long – Aye

147 Dr. Hudson – Aye

148 The next penalty assessed, by the Franklin County GR, was for Shawn Davis
149 for Board of Supervisors (CC-25-00445). Ms. Mynarski informed the Board that a
150 \$100 penalty was assessed. Mr. Davis did not appear online or in person. Kay
151 Chitwood, GR addressed the Board. Dr. Hudson stated pursuant to §24.2-953.6 of
152 the code of Virginia, because the petitioner has demonstrated good cause to justify
153 relief of the assessed campaign finance penalty(s), I move *that the State Board of*
154 *Elections grant partial relief as requested by the petitioner.* Vice Chair Dance
155 seconded the motion and the motion passed unanimously. A roll call vote was
156 taken:

157 Chairman O'Bannon – Aye

158 Vice Chair Dance – Aye

159 Secretary Alvis-Long – Aye

160 Dr. Hudson – Aye

161 The next penalty assessed, by the Staunton City GR, was for Rick Johnson
162 for Staunton Treasurer (CC-25-00652). Ms. Mynarski informed the Board that a
163 \$100 penalty was assessed. Rick Johnson and Christi Linhoss, GR addressed the
164 Board. Dr. Hudson stated pursuant to §24.2-953.6 of the code of Virginia, because
165 the petitioner has demonstrated good cause to justify relief of the assessed
166 campaign finance penalty(s), I move *that the State Board of Elections grant relief*
167 *as requested by the petitioner*. Vice Chair Dance seconded the motion and the
168 motion passed unanimously. A roll call vote was taken:

169 Chairman O’Bannon – Aye

170 Vice Chair Dance – Aye

171 Secretary Alvis-Long – Aye

172 Dr. Hudson – Aye

173 The next penalty assessed, by the New Kent County GR, was for Friends of
174 Donald Jacob Westbrook (CC-23-00977). Ms. Mynarski informed the Board that a
175 \$1000 penalty was assessed. Dinda Westbrook, Committee Treasurer, addressed
176 the Board. Dr. Hudson stated pursuant to §24.2-953.6 of the code of Virginia,
177 because the petitioner has demonstrated good cause to justify relief of the assessed

178 campaign finance penalty(s), I move *that the State Board of Elections grant relief*
179 *as requested by the petitioner.* Vice Chair Dance seconded the motion and the
180 motion passed unanimously. A roll call vote was taken:

181 Chairman O'Bannon – Aye

182 Vice Chair Dance – Aye

183 Secretary Alvis-Long – Aye

184 Dr. Hudson – Aye

185 The next penalties reviewed were assessed by ELECT. The first penalty was
186 for Friends of Andy Pittman (CC-22-00769). Ms. Mynarski informed the Board
187 that a \$1000 penalty was assessed. Mr. Pittman addressed the Board. After
188 discussion the Board decided to defer the decision until the next meeting to allow
189 Mr. Pittman to provide documentation to show that he was at the hospital on the
190 day in question.

191 The next penalty was for Central Virginia Young Democrats (PP-26-00007).
192 Ms. Mynarski informed the Board that a \$100 penalty was assessed. Xavier Story
193 was online but was unable to unmute himself. Dr. Hudson stated pursuant to
194 §24.2-953.6 of the code of Virginia, because the petitioner has demonstrated good
195 cause to justify relief of the assessed campaign finance penalty(s), I move *that the*
196 *State Board of Elections grant relief as requested by the petitioner.* Vice Chair

197 Dance seconded the motion and the motion passed unanimously. A roll call vote
198 was taken:

199 Chairman O'Bannon – Aye

200 Vice Chair Dance – Aye

201 Secretary Alvis-Long – Aye

202 Dr. Hudson – Aye

203 The next penalty was for Loudoun 2040 (PAC-18-00504). Ms. Mynarski
204 informed the Board that a \$100 penalty was assessed. Gordon Caylor addressed
205 the Board. Vice Chair Dance stated pursuant to §24.2-953.6 of the code of Virginia,
206 because the petitioner has demonstrated good cause to justify relief of the assessed
207 campaign finance penalty(s), I move *that the State Board of Elections grant relief*
208 *as requested by the petitioner*. Dr. Hudson seconded the motion and the motion
209 passed unanimously. A roll call vote was taken:

210 Chairman O'Bannon – Aye

211 Vice Chair Dance – Aye

212 Secretary Alvis-Long – Aye

213 Dr. Hudson – Aye

214 The next penalty was for Virginians Advocating for Seniors PAC (PAC-25-
215 00079). Ms. Mynarski informed the Board that a \$9200 penalty was assessed. Liz
216 Curtis and attorney Dan Backer addressed the Board. Dr. Hudson stated pursuant

217 to §24.2-953.6 of the code of Virginia, I move *that the State Board of Elections*
218 *dismiss the petitioner's appeal of the assessed campaign finance penalty(s) for*
219 *failure to show good cause.* Vice Chair Dance seconded the motion and the motion
220 passed unanimously. A roll call vote was taken:

221 Chairman O'Bannon – Aye

222 Vice Chair Dance – Aye

223 Secretary Alvis-Long – Aye

224 Dr. Hudson – Aye

225 2:40 P.M., Vice Chair Dance stated pursuant to Virginia Code Section 2.2-

226 3711(A)(7), I move *that the Board go into closed session for the purpose of*

227 *discussing pending threatened litigation. In accordance with Section 2.2-3712(F),*

228 *Steven Koski, Commissioner of Elections, Ashley Coles, Deputy Commissioner of*

229 *Elections and Ajay Saini, Office of the Attorney General, will attend the closed*

230 *session because their presence will reasonably aid the Board in its consideration of*

231 *the subject of the meeting.* Secretary Alvis-Long seconded the motion and the

232 motion passed unanimously. A roll call vote was taken:

233 Chairman O'Bannon – Aye

234 Vice Chair Dance – Aye

235 Secretary Alvis-Long – Aye

236 Dr. Hudson – Aye

237 3:07 P.M., Vice Chair Dance moved *to reconvene the meeting in open*
238 *session, and take a roll call vote certifying that to the best of each member's*
239 *knowledge (i) only such public business matters lawfully exempted from open*
240 *meeting requirements under this chapter and (ii) only such public business matters*
241 *as were identified in the motion by which the closed meeting was convened were*
242 *heard or discussed by the State Board of Elections. Dr. Hudson seconded the*
243 motion and the motion passed unanimously. A roll call vote was taken:

244 Chairman O'Bannon – Aye

245 Vice Chair Dance – Aye

246 Secretary Alvis-Long – Aye

247 Dr. Hudson – Aye

248 Chairman O'Bannon stated the next item of business will be addressed with
249 a motion and those documents and information will be a part of the minutes of this
250 meeting. Dr. Hudson moved *that we approve the proposed consent decree in the*
251 *matter of the NAACP v. O'Bannon case number (1:25-cv-01937) ED Virginia and*
252 *authorize the attorney general's office to execute the final agreement on behalf of*
253 *the Board. Vice Chair Dance seconded the motion and the motion passed*
254 unanimously. A roll call vote was taken:

255 Chairman O'Bannon – Aye

256 Vice Chair Dance – Aye

257 Secretary Alvis-Long – Aye

258 Dr. Hudson – Aye

259 Vice Chair Dance moved to adjourn the meeting. Dr. Hudson seconded the
260 motion and the motion passed. A roll call vote was taken:

261 Chairman O’Bannon – Aye

262 Vice Chair Dance – Aye

263 Secretary Alvis-Long – Aye

264 Dr. Hudson – Aye

265 The meeting adjourned at 3:09 P.M.

266 _____

267 Chairman

268

269 _____

270 Vice-Chairman

271

272 _____

273 Secretary

274

275 _____

276 Board Member

277

278 _____

279 Board Member

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division**

NAACP VIRGINIA STATE
CONFERENCE,

Plaintiff,

v.

JOHN O'BANNON, in his official capacity as
a member of the Virginia State Board of
Elections, et al.,

Defendants.

Case No. 1:25-cv-01937

JOINT MOTION FOR ENTRY OF CONSENT DECREE

Plaintiff NAACP Virginia State Conference (“NAACP”) and Defendants John O’Bannon, Rosalyn R. Dance, Georgia Alvis-Long, Christopher Stolle, J. Chapman Petersen in their official capacities as members of the Virginia State Board of Elections and Steve Koski, in his official capacity as Virginia Commissioner of Elections (collectively “State Defendants”), by and through their counsel, hereby move the Court to enter the attached Consent Decree, Ex. 1, as part of an agreed upon settlement between the parties regarding the merits of this case. On May 28, 2026, the State Board of Elections voted to authorize the signing of the attached consent decree.

The entry of the Consent Decree would vindicate the public interest by ensuring that Virginia college and university students do not face barriers to registration solely because they do not provide a college dormitory/residence hall room number, campus mailing address, and/or campus mail box number on their voter registration application.

The parties have conferred with counsel for Local Defendants to seek their position on this motion.¹ Local Defendants take no position on this motion.

The entry of the Consent Order resolves all of Plaintiffs' claims against State Defendants, including those brought under the United States Constitution, the Civil Rights Act of 1964, and 42 U.S.C. § 1983 relating to the above-captioned matter, as well as any claims for injunctive relief. This leaves only the issue of Plaintiffs' claims for attorneys' fees and the costs and expenses of litigation to be resolved.

Dated: May 29, 2026

Respectfully submitted,

By: /s/ Murad S. Hussain
Ian S. Hoffman (VSB 75002)
Murad S. Hussain (VSB 96830)
John A. Freedman*
Jeremy Karpatkin*
L. Charles Landgraf*
Samuel D. Kleinman*
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By: /s/ John Powers
John Powers*
Hani Mirza*
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¹ Local Defendants consist of the members of the electoral boards and the general registrars of Chesterfield County, the City of Richmond, the City of Harrisonburg, and the City of Norfolk. See Dkt. 114 at 1. Plaintiff anticipates dismissing all of its claims against Local Defendants pursuant to Rule 41 once the Court enters the attached Consent Decree.

jpowers@advancementproject.org
hmirza@advancementproject.org

*Admitted *pro hac vice*

*Counsel for Plaintiff NAACP Virginia State
Conference*

By: /s/ Tillman J. Breckenridge

Jay Jones

Attorney General

Tillman J. Breckenridge (VSB 84657)

Solicitor General

Daniel J. Honold (VSB 102490)

Deputy Solicitor General

Triston Chase O'Savio (VSB 100111)

Assistant Solicitor General

Office of the Attorney General

202 North Ninth Street

Richmond, Virginia 23219

(804) 786-2071 – Telephone

(804) 786-1991 – Facsimile

SolicitorGeneral@oag.state.va.us

*Counsel for Defendants John O'Bannon,
Rosalyn R. Dance, Georgia Alvis-Long,
Christopher Stolle, J. Chapman Petersen, and
Steve Koski*

CERTIFICATE OF SERVICE

I hereby certify that on the 29th day of May, 2026, I caused to be filed the foregoing JOINT MOTION FOR ENTRY OF CONSENT DECREE with the Clerk of Court using the CM/ECF system, which will send notification of such filing to all counsel of record.

By: /s/ Murad S. Hussain
Murad S. Hussain (VSB 96830)
ARNOLD & PORTER KAYE SCHOLER LLP
601 Massachusetts Ave., NW.
Washington, DC 20001
(202) 942-5000
murad.hussain@arnoldporter.com

*Counsel for Plaintiff NAACP Virginia State
Conference*

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division**

NAACP VIRGINIA STATE
CONFERENCE,

Plaintiff,

v.

JOHN O'BANNON, in his official capacity as
a member of the Virginia State Board of
Elections, et al.,

Defendants.

Case No. 1:25-cv-01937

CONSENT DECREE

CONSENT DECREE

In this litigation, Plaintiff NAACP Virginia State Conference (“Plaintiff”) challenges the rejection of voter registration applications and same day registration provisional ballots completed by otherwise eligible students who attend a Virginia college or university and provide a valid campus address but not a dormitory name, dorm room, campus mailing address, and/or mail box number.

Plaintiffs allege that the denial of voter registration applications and same day registration provisional ballots under these circumstances violate the fundamental right to vote protected by the First and Fourteenth Amendments to the U.S. Constitution, the Equal Protection Clause of the Fourth Amendment, the Materiality Provision and the Different Standards, Practices, or Procedures Provision of the Civil Rights Act, 52 U.S.C. §§ 10101(a)(2)(A), 10101(a)(2)(B), and 42 U.S.C. § 1983. ELECT Defendants deny these allegations.

Plaintiffs and ELECT Defendants have concluded that this lawsuit should be settled in accordance with this Consent Decree, without any admission of liability by Defendants, to avoid the distraction of further litigation, and to avoid incurring substantial expense and inconvenience that would inevitably result from continuing this litigation. This Consent Decree represents the parties' commitment to ensure that all eligible citizens of the Commonwealth of Virginia, including eligible students attending Virginia colleges and universities, have an equal opportunity to participate in the electoral process. ELECT Defendants intend to fully implement this Consent Decree as part of their ongoing efforts to ensure that all eligible voters have equal access to the ballot box. Plaintiffs and Defendants agree that this lawsuit should be resolved through the terms of this Consent Decree, waive a hearing and entry of findings of fact and conclusions of law on all issues involved in this matter, and consent to the entry of this Consent Decree.

ACCORDINGLY, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED AS FOLLOWS:

1. ELECT Defendants shall not impose eligibility requirements, beyond those required by Article II, § 1 of the Constitution of Virginia, by Virginia statutes and regulations, and by the terms of this Consent Decree set forth herein, upon voter registration applicants who attend a Virginia college or university and provide a valid campus address on their application. All of ELECT Defendants' policies, practices, and procedures with respect to voter registration and the maintenance of an accurate and current voter registration list shall comply with the First and Fourteenth Amendments to the U.S. Constitution, the Equal Protection Clause of the Fourth Amendment, the Materiality Provision and the Different Standards, Practices, or Procedures Provision of the Civil Rights Act, 52 U.S.C. §§ 10101(a)(2)(A), 10101(a)(2)(B), and 42 U.S.C. § 1983.

2. Prior to August 4, 2026, Election Day for the statewide primary, State Defendants will inform registrars that they must accept valid voter registration applications (including same-day voter registration applications) and provisional ballots from eligible applicants who reside at a Virginia college or university and provide an address on their voter registration application that is sufficient to place them in a defined precinct. State Defendants will also provide to registrars the following guidance related to any eligible applicant who submits a voter registration application that lists a college or university campus address as their residence address:

- a. If the applicant provides at least their dormitory/residence hall name, the registrar must accept the application unless there is affirmative evidence that the applicant does not reside at that given address or is otherwise ineligible.
- b. If the applicant does not provide a dormitory/residence hall name, but the entire college or university campus is located within a single precinct, the registrar must accept the application unless there is affirmative evidence that the applicant does not reside on the college or university campus or is otherwise ineligible.
- c. If the applicant does not provide a dormitory/residence hall name, and the college or university campus contains multiple precincts, notify the applicant of the omission and ask for the necessary additional information to complete the application, consistent with Article II, § 1 of the Constitution of Virginia, Virginia statutes and regulations, and the terms of this Consent Decree set forth herein.
- d. Cease rejecting applications due solely to a failure to provide an address that includes a dormitory/residence hall room number, campus mailing address, and/or campus mail box number;

3. Prior to November 3, 2026, Election Day for the statewide general election, Defendant ELECT will provide guidance—through (i) an advisory sent to all Virginia registrars, (ii) updates to its election handbook, and (iii) updates to any other training or educational materials on college student voter registration practices—that includes the requirements listed in Paragraph

1. The following language must be included in this guidance:

Virginia registrars must accept otherwise valid voter registration applications from applicants who reside at a Virginia college or university and provide an address on their voter registration application sufficient to place them in a defined precinct. Virginia registrars may not reject college student voter registration applications due to a failure to provide a dormitory/residence hall room number, campus mailing address, and/or campus mail box number if the application includes residence information sufficient to place a voter in a defined precinct. A dormitory/residence hall name, when required to place a student in their requisite precinct, is sufficient to establish residency pursuant to 1 VAC 20-40-30(A).

4. Prior to November 3, 2026, Election Day for the general election, State Defendants will develop a resource for colleges and universities to provide to students that (a) informs them of the information needed to complete a voter registration application, and (b) requests that they submit residence information that includes a dormitory/residence hall name. State Defendants will take reasonable steps to provide the resource to Virginia state colleges and universities, update relevant webpages on State Defendants' election websites to make the resource publicly available, and post updates on any and all of State Defendants' social media pages directing members of the public to those websites.

5. Within one year of the entry of this Consent Decree, Defendant ELECT will present to the State Board of Election Defendants a proposed rulemaking consistent with the Virginia Administrative Code, that includes language codifying Defendant ELECT's guidance (referenced in paragraph 3 above).

6. Within one year of the entry of this Consent Decree, State Defendants will update the Virginia Voter Registration Application to revise and supplement the instructions on page 2 of the application with language clarifying what “Residence Address” means for people living in group quarters housing, such as students living in a dormitory. The instructions will specifically inform students that they should provide the address of their on-campus housing, including the dorm/residence hall-related information. Within one year of the entry of this Consent Decree, State Defendants will also add language to the first page of Virginia’s voter registration application that directs residents of group housing, such as dormitories or nursing homes, to look at the instructions on the second page (or on the reverse side where such applications are printed without page numbers on one double-sided sheet of paper). Within one year of the entry of this Consent Decree, State Defendants will insert corresponding instructions, where appropriate, as part of its provision of other voter registration services, including motor voter registration and online registration through ELECT’s website.

7. Within one year of the entry of this Consent Decree, State Defendants shall provide training to registrars in Virginia regarding the relief agreed to in Paragraphs 1 through 6 of this Consent Decree.

8. State Defendants will provide, on a one-time basis, written notice to Plaintiffs’ counsel within 10 (ten) days of completing the substantive requirements of this agreement as identified in each of the preceding paragraphs.

9. The parties acknowledge that the Court, in its discretion, may allow Plaintiffs a reasonable attorney’s fee as part of the costs of the litigation. Plaintiffs and ELECT Defendants are continuing to negotiate the amount of Plaintiffs’ total reasonable attorney’s fees and costs that have been accrued through the date of presentation of this Consent Decree to the Court for approval.

Plaintiffs and ELECT Defendants retain their respective rights with respect to this issue but seek to amicably resolve this issue pursuant to a separate agreement.

10. Plaintiffs' counsel may seek reasonable attorney's fees and costs for work performed on any motion to enforce this Consent Decree that is granted in whole or in part.

11. ELECT Defendants alone shall bear any fees or costs incurred by ELECT Defendants for the purposes of complying with this Consent Decree. ELECT Defendants must furnish any college student registration-related documents requested by Plaintiffs' counsel pursuant to the Virginia Freedom of Information Act, § 2.2-3700 et seq., for four years free of charge. ELECT Defendants need only furnish information consistent with the requirements of Virginia statutes and regulations. ELECT Defendants are entitled to reasonable costs when responding to requests for all other documents pursuant to the Virginia Freedom of Information Act.

12. Upon approval and entry of this Consent Decree by the Court, this Consent Decree shall constitute a final judgment as to all claims of the Plaintiffs against ELECT Defendants arising from the circumstances alleged in the Plaintiffs' Complaint, Dkt. 1, and Plaintiffs' First Amended Complaint, Dkt. 88.

13. The terms of this Consent Decree apply to all federal, state, and local elections supervised by the ELECT Defendants.

14. This Consent Decree fully and finally resolves Plaintiffs' claims against the ELECT Defendants as alleged in Plaintiffs' Complaint, Dkt. 1, and Plaintiffs' First Amended Complaint, Dkt. 88.

15. The undersigned representatives of the parties certify that they are fully authorized to enter into the terms and conditions of this Consent Decree, and to execute and legally bind the

parties to this document.

16. The agreement shall carry the continuing force of law, binding the Parties and their successors in office.

17. The Court shall retain jurisdiction of this case to enter further relief or such orders as may be necessary for the effectuation of the terms of this Consent Decree and to ensure compliance with the United States Constitution, the Civil Rights Act of 1964, and 42 U.S.C. § 1983.

Agreed to this 29th day of May, 2026.

For Plaintiffs:

By: /s/ Murad S. Hussain

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Murad S. Hussain (VSB 96830)
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By: /s/ John Powers

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For Defendants John O'Bannon, Rosalyn R. Dance, Georgia Alvis-Long, Christopher Stolle, J. Chapman Petersen, and Steve Koski:

By: /s/ Tillman J. Breckenridge

Jay Jones

Attorney General

Tillman J. Breckenridge (VSB 84657)

Solicitor General

Daniel J. Honold (VSB 102490)

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SolicitorGeneral@oag.state.va.us

IT IS SO ORDERED, ADJUDGED, AND DECREED:

Dated: _____

Patricia Tolliver Giles
United States District Judge
U.S. District Court for the
Eastern District of Virginia



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Public Comment

BOARD WORKING PAPERS



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STATE BOARD *of* ELECTIONS

Commissioner's Report

BOARD WORKING PAPERS
Steven Koski
Commissioner



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Delegations of Authority

BOARD WORKING PAPERS

Claire Scott

ELECT Policy Analyst



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson

From: Claire Scott, Policy Analyst

Date: June 30, 2026

Re: Proposed Changes to the Delegations of Authority

Proposed Motion:

“I move that the Board approve the proposed delegations of authority pursuant to the Virginia Administrative Process Act to be effective July 1, 2026, and I further move that all prior delegations of authority be rescinded, as of July 1, 2026.”

Applicable Statutes:

- 2025 Governor's Acts of Assembly Chapters 535 and 537
- 2026 Governor's Acts of Assembly Chapters 60, 717, 776, 990, 993, 1032, 1038, 1039, 1062, and 1064
- §§ 24.2-103, 109, 128, 404, 522, 532, 602.1, 651, 671, 673.1, 948.7, and 948.8 of the Code of Virginia

Executive Summary:

The Code of Virginia establishes duties and responsibilities for both the State Board of Elections (SBE) and the Department of Elections (ELECT). On an annual basis, the SBE reviews and approves a list of duties and responsibilities to retain and those it will delegate to ELECT, particularly those of an administrative or programmatic nature.

Background:

Established in 1946, the SBE is authorized to prescribe standard forms for voter registration and election administration, and to supervise, coordinate, and adopt regulations governing local electoral boards, registrars, and officers of election. Established in 2014, ELECT is authorized to establish and maintain a statewide voter registration system to include procedures for ascertaining current addresses of registrants; to require cancellation of records for registrants no longer qualified; to provide electronic applications for voter registration and absentee ballots; and to provide electronic delivery of absentee ballots to eligible military and overseas voters. ELECT conducts the SBE's administrative and programmatic operations and discharges duties delegated by the SBE. The “Delegations of Authority” can be found in the About Us section of ELECT's website.

Revisions:

Each year following the General Assembly's annual session, ELECT updates the Delegations of Authority to incorporate new laws. Further, ELECT reviews the current Delegations of Authority for clarity or necessary revisions.

During the 2026 General Assembly Session, 90 election-related bills were introduced; 52 were passed, and 44 were signed into law. These changes impacted Chapters 1, 1.1, 4, 5, 6, and 9.3 of Title 24.2 of the Virginia Code.

ELECT staff has completed their review and proposed updates to the Delegations of Authority. Below is an overview of these revisions listed by chapter.

Chapter 1

This chapter's delegation revision is due to the passage of the following 2026 Governor's Acts of Assembly chapters:

- Chapter 60, regarding the proceedings against local electoral boards that do not perform their ministerial duties. Authority relating to instituting proceedings against local electoral board members who fail to perform their ministerial duties is recommended to be retained by the SBE.
- Chapter 1032, regarding the removal of general registrars by the Board or a local electoral board as well as the removal of a local electoral board member by the Board. Authority relating to establishing procedures for, scheduling, and conducting public hearings is recommended to be retained by the SBE. Authority relating to receiving general registrar appeals to be delegated to ELECT.

Chapter 1.1

This chapter's delegation revision is due to the passage of the 2026 Governor's Acts of Assembly Chapter 717, regarding the designation of covered localities for minority languages. Authority relating to the designation of covered localities will remain with the SBE, but the language of the delegation will be updated to reflect language changes in the statute.

Chapter 4

This chapter's delegation revision is due to the passage of the 2026 Governor's Acts of Assembly Chapter 1038, relating to voter registration, list maintenance, third-party data exchanges, and approval by the State Board of Elections for certain actions related to third-party data exchanges. This revision recommends that the authority to review and approve entering, modifying, or terminating third-party data exchanges be retained by the SBE.

Chapter 5

This chapter's delegation revisions are due to the passage of the following 2026 Governor's Acts of Assembly chapters:

- Chapter 776, regarding the extension of candidate filing deadlines in certain situations. Authority is recommended to remain with ELECT; however, the language of the delegation must be updated to reflect changes made to the statute.
- Chapter 990, regarding the extension of the canvass period after a primary election from six days to ten

days, as it removes this language from the Code of Virginia.

Chapter 6

This chapter's revisions are due to the passage of the following 2026 Governor's Acts of Assembly chapters:

- Chapter 60, regarding the proceedings against local electoral boards that do not perform their ministerial duties. Authority relating to instituting proceedings against local electoral board members who fail to perform their ministerial duties is recommended to be retained by the SBE.
- Chapters 993 and 1062, regarding ranked choice voting. Authority regarding the promulgation of rules and standards is recommended for retention by the Board. Authority regarding the development of outreach materials, feasibility assessments, and receipt of applications for ranked choice voting are recommended to be delegated to ELECT.
- Chapter 1039, regarding identification worn by local electoral board members while performing their duties on the day of an election. Authority to assess fines for lack of wearing proper identification is recommended for retention by the Board.
- Chapter 1064, regarding voter registration challenges. This chapter removes an authority that was held by the Board.

Chapter 9.3

This chapter's delegation revisions are due to the passage of the 2025 Governor's Acts of Assembly Chapters 535 and 537, regarding the prohibition of personal use of campaign finance funds. These chapters become effective July 1, 2026. Authority regarding the scheduling and conduct of preliminary investigations and public hearings, determinations regarding alleged violations, and writing and issuance of advisory opinions, is recommended to be retained by the Board. Authority regarding notice of public hearings, acceptance of public comments, and negotiation of payment plans is recommended to be delegated to ELECT.

Attachments:

Included with this memo are the following attachments:

- Supporting memos for proposed delegations in Title 24.-2, Chapters 1, 1.1, 4, 5, 6, and 9.3.
- Proposed 2026 Delegations of Authority.

ELECT Recommendation

Staff recommends that the SBE adopt the revisions to the proposed delegations of authority as presented, and a suggested motion has been provided.



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson
 From: Claire Scott, Policy Analyst
 Date: June 30, 2026
 Re: Delegations of Authority, Chapter 1 of Title 24.2

The authorities below are recommended for retention by the Board due to the passage of the 2026 Acts of Assembly Chapter 60, regarding the proceedings against local electoral boards that do not perform their ministerial duties, and Chapter 1032, regarding the removal of general registrars by the Board or a local electoral board as well as the removal of a local electoral board member by the Board.

§24.2-103(E)	The State Board <u>may remove any member of an electoral board or general register</u> by a recorded two-thirds majority vote of all its members after a public hearing on related matters.	Retained by the Board
§24.2-103(E)	The State Board <u>shall prescribe standards and procedures for the conduct of public hearings conducted pursuant to this subsection.</u>	Retained by the Board
§24.2-103(E)	The State Board <u>shall institute proceedings against any member of an electoral board who neglects or refuses to carry out any clear ministerial duty of the office in accordance with law.</u>	Retained by the Board
§24.2-109(B)	Upon receipt of a properly filed appeal, the State Board <u>shall schedule a public hearing on the matter as soon as practicable.</u>	Retained by the Board
§24.2-109(B)	Upon consideration of the appeal, the State Board <u>may reverse the decision of the electoral board</u> by a recorded two-thirds majority vote of all its members.	Retained by the Board
§24.2-109(B)	The State Board <u>shall prescribe standards and procedures for the conduct of public hearings conducted pursuant to this subsection.</u>	Retained by the Board

The authorities below are recommended for delegation to ELECT due to the passage of the 2026 Acts of Assembly Chapter 1032, regarding the removal of general registrars.

§24.2-109(B)	A registrar who is so removed <u>may file a notice of appeal to the State Board</u> within three business days.	Delegated to ELECT
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The authority below will remain retained by the Board, but the language of the authority is being updated to reflect changes made due to the passage of the 2026 Acts of Assembly Chapter 1032, regarding the removal of general registrars by the Board or a local electoral board as well as the removal of a local electoral board member by the Board.

§24.2-103(E)	The State Board <u>may institute proceedings pursuant to § 24.2-234.1 for the removal of any member of an electoral board or general registrar who fails to discharge the duties of his office in accordance with law. Such action shall require</u> by a recorded majority vote of the Board after a public hearing on related matters.	Retained by the Board
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★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson
From: Claire Scott, Policy Analyst
Date: June 30, 2026
Re: Delegations of Authority, Chapter 1.1 of Title 24.2

The authority below will remain retained by the Board, but the language of the authority is being updated to reflect changes made due to the passage of the 2026 Acts of Assembly Chapter 717, regarding the designation of covered localities for minority languages.

§24.2-128(A)	The State Board shall <u>designate</u> a county, city, or town as a covered locality if it determines, in consultation with the Director of the Census, on the basis of the 2010 American Community Survey census data and subsequent American Community Survey data in five-year increments, or comparable census data, that (i) more than <i>three</i> percent of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; (ii) more than <i>5,000</i> of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; or (iii) in the case of a county, city, or town containing all or any part of an Indian reservation, more than <i>three</i> percent of the American Indian citizens of voting age within the Indian reservation are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process.	Retained by the Board
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★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson
From: Claire Scott, Policy Analyst
Date: June 30, 2026
Re: Delegations of Authority, Chapter 4 of Title 24.2

The authorities below are recommended for retention by the Board due to the passage of the 2026 Acts of Assembly Chapter 1038, relating to voter registration; list maintenance; third-party data exchanges; approval by State Board of Elections.

24.2-404(G)	Prior to entering into or terminating a memorandum of understanding, or modifying the terms of an existing memorandum of understanding, with any third party for the exchange of voter registration data for any purpose, the Commissioner of Elections shall submit the proposed memorandum of understanding, the reason for termination, or the proposed modifications, as appropriate, to the State Board for review and approval.	Retained by the Board
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★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson
From: Claire Scott, Policy Analyst
Date: June 30, 2026
Re: Delegations of Authority, Chapter 5 of Title 24.2

The authority below is recommended to remain with ELECT, but the language of the authority must be updated due to the passage of the 2026 Acts of Assembly Chapter 990, regarding the extension of candidate filing deadlines in certain situations.

§24.2-522	The State Board transmit the material so filed to shall notify the state <u>chairman</u> of the party of the candidate of receipt of the material so filed and make the material available for pickup within 72 hours and not later than seventy-fourth day before the primary the day following the candidate filing deadline.	Delegated to ELECT
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The authority below will be removed due to the passage of the 2026 Acts of Assembly Chapter 776, regarding the extension of the canvass period after a primary election from six days to ten days, as it removes this language from the Code of Virginia.

§24.2-532	If the abstract of votes shall not have been received by the State Board from any county or city within six days after any state primary election, the Board shall dispatch a law enforcement officer to obtain them as provided in § 24.2-678.	Removed due to the passage of legislation
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★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson
 From: Claire Scott, Policy Analyst
 Date: June 30, 2026
 Re: Delegations of Authority, Chapter 6 of Title 24.2

The authorities below are recommended for retention by the Board due to the passage of the 2026 Acts of Assembly Chapters 993 and 1062, regarding ranked choice voting, and Chapter 1039, regarding identification requirements for members of local electoral boards while performing their election day duties.

§24.2-602.1	If the State Board determines that an electoral board member has knowingly violated the provisions of this section, the State Board shall assess a civil penalty in an amount not to exceed \$250.	Retained by the Board
§24.2-673.1(C)	The State Board shall provide standards for vote tabulating software for use with existing voting systems in elections conducted by ranked choice voting.	Retained by the Board
§24.2-673.1(C)	Any person manufacturing...any vote tabulation software...may apply to the State Board in the manner prescribed by the State Board , to have examined a production version of such software.	Retained by the Board
§24.2-673.1(C)	A local governing body that makes the decision to conduct elections by ranked choice voting shall provide for the use of voting tabulation software approved by the State Board in any such elections.	Retained by the Board
§24.2-673.1(D)	The State Board shall promulgate regulations for the proper and efficient administration of elections determined by ranked choice voting, including (i) procedures for tabulating and reporting votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section.	Retained by the Board
§24.2-673.1(J)	...the State Board shall have the authority to create and modify recount procedures to the extent necessary to accommodate a recount of an election conducted by ranked choice voting.	Retained by the Board

The authority below is recommended for delegation to ELECT due to the passage of the 2026 Acts of Assembly Chapters 993 and 1062, regarding ranked choice voting.

§24.2-673.1(B)	Any decision to conduct an election by ranked choice voting made by a local governing body shall be transmitted to the State Board ...	Delegated to ELECT
§24.2-673.1(B)	...the State Board , which shall provide an assessment of technical feasibility within 10 days of receipt of the decision.	Delegated to ELECT
§24.2-673.1(B)	If the State Board assesses that implementation of the local governing body's decision is not technically feasible, the State Board's assessment shall include an explanation of those steps necessary to proceed with implementation.	Delegated to ELECT
§24.2-673.1(H)	The State Board shall produce generalized voter education materials on ranked choice voting that shall be published on its website and shall assist any locality that has made the decision to conduct elections by ranked choice voting in developing voter education materials specific to that locality upon request.	Delegated to ELECT

The authorities below are recommended to be retained in part by the Board and delegated in part to ELECT due to the passage of the 2026 Acts of Assembly Chapter 60, regarding the duties of local electoral boards.

§24.2-671(E)	If any local electoral board fails or refuses to perform any duty required by subsection A or B, the State Board <u>shall be authorized to intervene and carry out such duties in accordance with law.</u>	Retained by the Board (certification of an election, if a local electoral board fails to certify an election, it is required to certify) Delegated to ELECT (intervention when a local electoral board fails to perform their duties; carry out such post-election duties up until certification of the election)
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The authority below is being removed due to the passage of the 2026 Acts of Assembly Chapter 1064, regarding voter registration challenges, as it removes this language from the Code of Virginia.

§24.2-651	<p>The individual making the challenge shall complete and sign the following statement on a form provided by the State Board:</p> <p>When the voter has signed the statement and is permitted to vote, the officers of election shall mark his name on the pollbook with the first or next consecutive number from the voter count form, or shall enter that the voter has voted if the pollbook is in electronic form, and shall indicate on the pollbook that he has signed the required statement in accordance with the instructions of the State Board.</p>	Removed
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★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson
From: Claire Scott, Policy Analyst
Date: June 30, 2026
Re: Delegations of Authority, Chapter 9.3 of Title 24.2

The authorities below are recommended for retention by the Board due to the passage of the 2025 Governor's Acts of Assembly Chapters 535 and 537, regarding the prohibition of personal use of campaign finance funds.

§24.2-948.7(A)	If the State Board <u>determines that</u> the complainant knowingly violated his agreement to strict confidentiality, the State Board <u>may assess a civil penalty</u> in an amount not to exceed \$10,000.	Retained by the Board
§24.2-948.7(B)	Upon receipt of a complaint or upon its own motion, the State Board <u>shall conduct</u> a preliminary investigation into the specific use of campaign contributions by the candidate.	Retained by the Board
§24.2-948.7(B)	The State Board <u>shall determine</u> , during its preliminary investigation, whether the facts stated in the complaint or that serve as the basis of the State Board's motion taken as true are sufficient to show a violation of § 24.2-948.6. If such facts fail to give rise to such a violation, then the State Board <u>shall dismiss the complaint</u> . If the facts give rise to such a violation, then the State Board <u>shall request that the complainant</u> appear and testify under oath as to the complaint and the allegations therein. If the inquiry was initiated by the State Board's own motion, the State Board <u>may request</u> that witnesses appear and testify under oath as to the allegations raised by the State Board.	Retained by the Board
§24.2-948.7(B)	If the respondent provides such documentation or such other evidence, the State Board <u>shall review</u> the response and determine whether to proceed with the inquiry.	Retained by the Board
§24.2-948.7(B)	After hearing testimony and reviewing any other evidence provided by the complainant, witnesses, or the respondent, the State Board <u>shall dismiss</u> the complaint if the State Board fails to find by a preponderance of the evidence that such violation has occurred. If the State Board finds otherwise, <u>it shall proceed</u> with the inquiry by calling for a public hearing.	Retained by the Board
§24.2-948.7(B)	If at any point prior to the State Board's call for a public hearing on the matter the respondent pays back to the campaign committee from his personal funds the amount that was allegedly converted to his personal use, the State Board <u>shall dismiss</u> the complaint or motion and end the inquiry into the matter.	Retained by the Board
§24.2-948.7(C)	The State Board <u>may grant</u> the respondent any other rights or privileges not specifically enumerated in this subsection.	Retained by the Board
§24.2-948.7(C)	If at any time the State Board determines that the complaint is without merit, the State Board <u>shall dismiss</u> the complaint, <u>so advise</u> the complainant and the respondent, and <u>take no</u> further action.	Retained by the Board
§24.2-948.7(D)	Within 120 days of the Department's transmission of the signed and sworn complaint to the State Board or a motion to begin an inquiry, the State Board <u>may dispose</u> of the matter in one of the following ways:	Retained by the Board
§24.2-948.7(D)(1)	If for any reason the State Board <u>dismisses the matter</u> during its preliminary investigation and prior to holding a public hearing on the	Retained by the Board

	matter, the State Board shall so advise the complainant and the respondent and take no further action.	
§24.2-948.7(D)(2)	If at any time after the commencement of the initial public hearing on the matter the State Board dismisses the matter, the State Board shall so advise the complainant and the respondent and prepare a written judgment stating the grounds for the dismissal.	Retained by the Board
§24.2-948.7(D)(3)	If after a public hearing the State Board determines by a preponderance of the evidence that the respondent has violated the provisions of § 24.2-948.6 but that the violation was not made willfully and knowingly, the State Board may require the respondent to repay an amount not to exceed the amount unlawfully converted to the personal use of the respondent.	Retained by the Board
§24.2-948.7(D)(3)	The State Board shall prepare a written judgment stating its determination of the matter, its recommended remedy, and reasons therefor.	Retained by the Board
§24.2-948.7(D)(4)	If the State Board determines by a preponderance of the evidence that the respondent willfully and knowingly violated any provision of § 24.2-948.6, the State Board shall direct the respondent to repay the amount unlawfully converted to his personal use. The State Board may also assess an additional civil penalty, in an amount not to exceed \$1,000 per itemized expenditure found to be in violation of any provision of § 24.2-948.6 and in no case greater than \$10,000.	Retained by the Board
§24.2-948.7(D)(4)	The State Board shall prepare a written judgment stating its determination of the matter, its recommended remedy, and reasons therefor.	Retained by the Board
§24.2-948.7(F)	The State Board may, by a vote of four members, make a finding that a complaint is frivolous. Such a finding shall be prima facie evidence of abuse of process by the complainant.	Retained by the Board
§24.2-948.7(F)	The State Board shall prepare a written judgment stating its determination of the matter and reasons therefor.	Retained by the Board
§24.2-948.8(C)	The State Board shall issue a written advisory opinion within 60 days of receipt of the request for an advisory opinion. However, if an advisory opinion is requested by a candidate or his campaign committee during the 60-day period before any election involving the requesting party, the State Board shall render a written advisory opinion relating to such request no later than 20 days after the State Board receives a complete written request.	Retained by the Board

The authorities below are recommended for delegation to ELECT due to the passage of the 2025 Governor's Acts of Assembly Chapters 535 and 537, regarding the prohibition of personal use of campaign finance funds.

§24.2-948.7(B)	The State Board shall notify the respondent that a preliminary investigation has commenced within 24 hours of initiating such investigation.	Delegated to ELECT
§24.2-948.7(D)(3)	The State Board may negotiate a payment plan that enables a respondent to repay.	Delegated to ELECT
§24.2-948.7(D)(4)	The State Board may negotiate a payment plan that enables a respondent to pay an appropriate civil penalty.	Delegated to ELECT

The authorities below are recommended to be retained in part by the Board and delegated in part to ELECT due to the passage of the 2025 Acts of Assembly Chapter 537 relating to campaign finance; prohibited personal use of campaign funds; complaints, hearings, civil penalties, and advisory opinions.

§24.2-948.8(B)	The State Board shall, upon receipt, make public any request for an advisory opinion. Before rendering an advisory opinion, the State Board shall accept written comments submitted by any interested party within the 10-day period following the date the request is made public.	Retained by the Board (accept written comment) Delegated to ELECT (make request public upon receipt)
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<p>§24.2-948.7(C)</p>	<p>If after such preliminary investigation the State Board <u>determines</u> to proceed with an inquiry into the specific use of campaign contributions by the respondent, the State Board (i) <u>shall immediately notify</u> in writing the complainant and the respondent as to the fact of the inquiry and the allegations against the respondent and (ii) <u>shall schedule</u> one or more hearings on the matter.</p>	<p>Retained by the board (shall schedule one or more hearings on the matter)</p> <p>Delegated to ELECT (shall immediately notify in writing)</p>
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Virginia State Board of Elections: Delegation of Authority 2026

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

	certification program. The State Board shall review the certification program every four years, or more often as it deems appropriate.			
24.2-103	D. The State Board shall set the training standards for the officers of election and shall develop standardized training programs for the officers of election to be conducted by the local electoral boards and the general registrars.	B	10/29/19	
24.2-103	The State Board shall provide standardized training materials for such training and shall also offer on the Department of Elections website a training course for officers of election.	D	10/29/19	
24.2-103	The State Board shall review the standardized training materials and the content of the online training course every two years in the year immediately following a general election for federal office.	B	10/29/19	
24.2-103	E. The State Board may institute proceedings pursuant to § 24.2-234.1 for the removal of any member of an electoral board or general registrar a recorded majority vote of the Board .	B	7/5/23	
24.2-103	The State Board shall prescribe standards and procedures for the conduct of public hearings conducted pursuant to this subsection.	B	6/30/26	
24.2-103	The State Board may remove any member of an electoral board or general register by a recorded two-thirds majority vote of all its members after a public hearing on related matters.	B	6/30/26	
24.2-103	The State Board shall institute proceedings against any member of an electoral board who neglects or refuses to carry out any clear ministerial duty of the office in accordance with law.	B	6/30/26	
24.2-103	F. The Board may petition a circuit court or the Supreme Court, whichever is appropriate, for a writ of mandamus or prohibition, or other available legal relief, for the purpose of ensuring that elections are conducted as provided by law.	B	10/29/19	
24.2-103	H. The Board shall <u>adopt</u> a seal for its use and <u>bylaws</u> for its own proceedings.	B	10/29/19	
24.2-103	J. The State Board shall submit an annual report to the Governor and the General Assembly on the activities of the State Board and the Department of Elections in the previous year. Such report shall be governed by the provisions of § 2.2-608.	B	6/22/2021	
24.2-104	When the State Board is of the opinion that the public interest will be served, it may request the Attorney General, or other attorney designated by the Governor for the purpose, to assist the attorney for the Commonwealth of any jurisdiction in which election laws have been violated.	B	10/29/19	

24.2-104	When the State Board makes its request pursuant to a unanimous vote of all <u>members</u> , the Attorney General or other attorney designated by the Governor shall exercise the authority granted by this section to conduct an investigation, prosecute a violation, assure the enforcement of the elections laws, and report the results of the investigation to the State Board .	B	10/29/19	
24.2-105	A. The State Board shall prescribe appropriate forms and records for the <u>registration of voters, conduct of elections, and implementation of this title, which shall be used throughout the Commonwealth.</u>	B	10/29/19	
24.2-105	B. The State Board shall prescribe voting and election materials in languages other than <u>English</u> for use by a county, city, or town that is subject to the requirements of § 24.2-124.	D		
24.2-105	The State Board may make available voting and election materials in any <u>additional languages other than those required by subsection A of § 24.2-124 as it deems necessary and appropriate.</u> The State Board may accept voting and election materials translated by volunteers but shall verify the accuracy of such translations prior to making the translated materials available to a county, city, or town, or any voter.	D	6/22/2021	
24.2-105	B. The State Board shall prescribe voting and election materials in languages other than <u>English</u> for use by a county, city, or town that is subject to the requirements of § 24.2-124. For purposes of this subsection, voting and election materials mean registration or voting notices, forms, and instructions. For purposes of this subsection, registration notices mean any notice of voter registration approval, denial, or cancellation, required by the provisions of Chapter 4 (§ 24.2-400 et seq.).	D	6/22/2021	
24.2-106	D. Each member of the electoral board shall attend an <u>annual training program</u> provided by the State Board during the first year of his appointment and the first year of any subsequent reappointment.	B	6/21/2021	
24.2-106.01	The State Board shall develop a description of the duties and responsibilities of the <u>local electoral boards and update such description as needed.</u> Such description shall include the statutory and regulatory duties and responsibilities of the electoral boards, prohibited activities of the electoral boards and members of electoral boards, and the qualifications and disqualifications of members of electoral boards.	D	10/29/19	
24.2-107	No election record containing an individual's social security number shall be made available for inspection or copying by anyone. The State Board of Elections shall <u>prescribe procedures for local electoral boards and general registrars to make the</u>	D	10/29/19	

	<u>information in certificates of candidate qualification available in a manner that does not reveal social security numbers.</u>			
24.2-109	B. A registrar who is so removed <u>may file a notice of appeal to the State Board within three business days.</u>	D	6/30/26	
24.2-109	Upon receipt of a properly filed appeal, the State Board shall schedule a public hearing on the matter as soon as practicable.	B	6/30/26	
24.2-109	Upon consideration of the appeal, the State Board <u>may reverse the decision of the electoral board</u> by a recorded two-thirds majority vote of all its members.	B	6/30/26	
24.2-109	The State Board shall prescribe standards and procedures for the conduct of public hearings conducted pursuant to this subsection.	B	6/30/26	
24.2-109	C. The electoral board shall remove from office, on notice, any general registrar who fails to receive or maintain certification <u>as required by the State Board</u> pursuant to subsection C of § 24.2-103.	B	6/21/2021	
24.2-109.1	The electoral board shall conduct an annual performance review of the general registrar for years ending June 30, 2006, and thereafter. The electoral board shall complete the review by August 1 of each year, retain a copy of the performance review, and <u>provide a copy of the review to the State Board.</u>	D	10/29/19	

24.2-109.1	<u>The performance review shall be conducted in accordance with the format and forms provided by the State Board</u>	B	10/29/19	
24.2-111	Each locality shall pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. In case of a dispute, the State Board shall approve or disapprove the reimbursement.	D	10/29/19	
24.2-114	3. Perform his duties within the county or city he was appointed to serve, except that a registrar may (i) go into a county or city in the Commonwealth contiguous to his county or city to register voters of his county or city when conducting registration jointly with the registrar of the contiguous county or city or (ii) notwithstanding any other provision of law, participate in <u>multijurisdictional staffing for voter registration offices, approved by the State Board</u> , that are located at facilities of the Department of Motor Vehicles.	B	10/29/19	

24.2-114	5. Indicate on the registration records for each accepted mail voter registration application form returned by mail pursuant to Article 3.1 (§ 24.2-416.1 et seq.) of Chapter 4 that the registrant has registered by mail. <u>The general registrar shall fulfill this duty in accordance with the instructions of the State Board so that those persons who registered by mail are identified on the registration records, lists of registered voters furnished pursuant to § 24.2-405, lists of persons who voted furnished pursuant to § 24.2-406, and pollbooks used for the conduct of elections.</u>	D	10/29/19	
24.2-114	6. Accept a registration application or request for transfer or change of address submitted by or for a resident of any other county or city in the Commonwealth. Registrars shall process registration applications and requests for transfer or change of <u>address from residents of other counties and cities in accordance with written instructions from the State Board</u> and shall forward the completed application or request to the registrar of the applicant's residence.	D	10/29/19	
24.2-114	8. <u>Maintain the official registration records for his county or city in the system approved by, and in accordance with the instructions of, the State Board</u> ; preserve the written applications of all persons who are registered; and preserve for a period of four years the written applications of all persons who are denied registration or whose registration is cancelled.	D	10/29/19	
24.2-114	10. Verify the accuracy of the <u>pollbooks provided for each election by the State Board</u> , make the pollbooks available to the precincts,	D	10/29/19	
24.2-114	<u>And according to the instructions of the State Board return the pollbooks, or transfer a copy of the data from any electronic pollbooks, to the State Board</u> after each election for voting credit purposes.	D	10/29/19	

24.2-114	19. Attend an annual training program provided by the State Board . A general registrar may designate one member of his staff to attend such training program if he is unable to attend because of a personal or family emergency.	D	10/29/19	
24.2-115.2	A. Each officer of election shall receive training consistent with the standards set by the State Board pursuant to 24.2-103.	B	10/29/19	
24.2-115.2	This training shall be conducted by the electoral boards and general registrars, using the <u>standardized training programs and materials developed by the State Board</u> for this purpose.	D	10/29/19	
24.2-115.2	C. Following any training conducted pursuant to this section, the electoral boards shall certify to the State Board that the officers of election in its jurisdiction have received the required training. Such certification shall include the dates of each completed training.	D	10/29/19	

24.2-128	A. The State Board shall designate a county, city, or town as a covered locality if it determines, in consultation with the Director of the Census, on the basis of the 2010 American Community Survey census data and subsequent American Community Survey data in five-year increments, or comparable census data, that (i) more than three percent of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; (ii) more than 5,000 of the citizens of voting age of such county, city, or town are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process; or (iii) in the case of a county, city, or town containing all or any part of an Indian reservation, more than three percent of the American Indian citizens of voting age within the Indian reservation are members of a single language minority and are unable to speak or understand English adequately enough to participate in the electoral process.	B	6/30/26	
24.2-234.1	A. Any member of a local electoral board may be removed from office by the circuit court in whose jurisdiction he resides <u>upon a petition signed by a majority of the members of the State Board as provided in § 24.2-103.</u>	B	7/5/23	
24.2-234.1	B. Any general registrar may be removed from office by the circuit court in whose jurisdiction he serves <u>upon a petition signed by a majority of the members of the State Board as provided in § 24.2-103</u> or a majority of the members of his local electoral board as provided in § 24.2-109.	B	7/5/23	
24.2-235	A. <u>A petition for the removal of an officer shall be on a form prescribed by the State Board of Elections and shall state with reasonable accuracy and detail the grounds or reasons for removal and shall be signed by the person or persons making it under penalties of perjury.</u>	B	7/5/23	
24.2-235	B. The general registrar shall review a petition filed pursuant to § 24.2-233 and determine its sufficiency <u>in accordance with the uniform standards approved by the State Board of Elections.</u>	B	7/5/23	
24.2-240	<u>The State Board shall also be furnished, if it requests, with satisfactory evidence that any individual undertaking to act as an elector under this chapter is, in fact, qualified and duly and properly authorized to do so.</u>	D	7/2/24	New Chapter

24.2-241	A. In elections for President and Vice President of the United States, the appropriate chairman or secretary of each political party as defined in § 24.2-101 shall furnish to the State Board by noon on the seventy-fourth day before the presidential election (i) <u>the names of the individuals nominated to be electors by the party at its convention held for that purpose, with the total number of its nominated electors equaling the whole number of senators and representatives to which the Commonwealth at that time is entitled in the Congress of the United States, together with the names of the political party and of the candidates for President and Vice President for whom the nominated electors are required to vote in the Electoral College, and (ii) a copy of the subscribed and notarized oath required by § 24.2-240.</u>	D	7/2/24	New Chapter
24.2-241	B. (ii) <u>the State Board shall certify candidates to the local electoral boards, and ballot preparation shall proceed on the basis of the state party chairman's certifications;</u>	D	7/2/24	New Chapter
24.2-241	<u>and (iii) the candidates for President and Vice President nominated by the party at its national convention shall be certified to the State Board no later than 5:00 p.m. on the sixtieth day before the presidential election</u>	D	7/2/24	New Chapter
24.2-241	C. <u>In the event of the death, withdrawal, or disqualification of a candidate of a political party for President or Vice President, or of a nominated elector of a political party, that party may substitute the name of a different candidate or nominated elector, as applicable, before the State Board certifies to the county and city electoral boards the form of the official ballots.</u>	D	7/2/24	New Chapter
24.2-242	<u>The petition shall be filed with the State Board by noon of the seventy-fourth day before the presidential election.</u>	D	7/2/24	New Chapter
24.2-242	<u>The State Board may require proof that the petitioners meet these requirements before permitting use of a party name on the ballot.</u>	D	7/2/24	New Chapter
24.2-242	D. In the event that a group of qualified voters meets the requirements set forth in this section except that they cannot utilize a party name, the electors selected and the candidates for President and Vice President shall be identified and designated as "Independent" on the ballot. <u>Substitution of a different candidate for Vice President may be made by the candidate for President before the State Board certifies to the county and city electoral boards the form of the official ballot.</u>	D	7/2/24	New Chapter
24.2-242	E. In the event of the death, withdrawal, or disqualification of a candidate for President or Vice President qualified to appear on the ballot pursuant to this section, <u>the petitioner may substitute the name of a different candidate before the State Board certifies to the county and city electoral boards the form of the official ballots.</u>	D	7/2/24	New Chapter

24.2-242	In the event of the death or disqualification of any person listed as an elector for candidates for President and Vice President on a petition filed pursuant to this section, the party or candidate for President, as applicable, may substitute the name of a different elector. Such substitution shall not invalidate any petition of qualified voters circulated with the name of the deceased or disqualified elector provided that <u>notice of the substitution is filed with the State Board by noon of the seventy-fourth day before the presidential election.</u>	D	7/2/24	New Chapter
24.2-242	<u>Notice of the substitution and the name of any substitute candidate or nominated elector shall be submitted on a form prepared by the State Board.</u>	D	7/2/24	New Chapter
24.2-242	F. If the State Board determines that a candidate for President does not qualify to have his name appear on the ballot pursuant to this section by reason of the group of qualified voters' filed petition not containing the minimum number of signatures of qualified voters for the office sought, the candidate may appeal the determination to the State Board <u>within seven calendar days of the issuance of the notice of disqualification.</u>	D	7/2/24	New Chapter
24.2-242	The notice of disqualification shall be sent by email or regular mail to the address on file for the candidate, and such notice shall be deemed sufficient.	D	7/2/24	New Chapter
24.2-242	The State Board shall hear the appeal within three business days of the filing of the appeal.	B	7/2/24	New Chapter
24.2-242	The State Board shall develop procedures for the conduct of such an appeal.	B	7/2/24	New Chapter

24.2-242	Immediately after the conclusion of the appeal hearing, the State Board shall notify the <u>candidate of its decision in writing.</u> The decision on appeal shall be final and not subject to further appeal.	D	7/2/24	New Chapter
24.2-307	<u>If a governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two or more congressional districts, Senate districts, House of Delegates districts, or local election districts, it shall apply to the State Board for a waiver to administer a split precinct. The State Board may grant the waiver or direct the governing body to establish a precinct with less than the minimum number of registered voters as permitted by § 24.2-309.</u>	D	7/2/24	
24.2-309	The State Board shall make regulations setting procedures by which elections may be conducted in precincts in which all voters do not have the same choice of candidates at a general election.	D	10/29/19	
24.2-309.2	If a change in the boundaries of a precinct is required pursuant to clause (i), (ii), (iii), or (iv), the county, city, or town shall comply with the applicable requirements of law, including §§ 24.2-304.3 and 30-264, and <u>send copies of the ordered or enacted changes to the State Board</u> of Elections and the Division of Legislative Services.	D	10/29/19	

24.2-310	C. Polling places shall be accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act (§ 51.5-1 et seq.), the Voting Accessibility for the Elderly and Handicapped Act (42 U.S.C. § 1973ee et seq.), and the Americans with Disabilities Act relating to public services (42 U.S.C. § 12131 et seq.). <u>The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the Acts.</u>	D	10/29/19	
24.2-310	D. If an emergency makes a polling place unusable or inaccessible, the electoral board or the general registrar shall provide an alternative polling place and give notice of the change in polling place, including to all candidates, or such candidate's campaign, appearing on the ballot to be voted at the alternative polling place, <u>subject to the prior approval of the State Board.</u>	D	10/29/19	
24.2-310	F. Any local government, local electoral board, or the State Board may make monetary grants to any non-governmental entity furnishing facilities under the provisions of 24.2-307 or 24.2-308 for use as a polling place. Such grants shall be made for the sole purpose of meeting the accessibility requirements of this section. Nothing in this subsection shall be construed to obligate any local government, local electoral board or the State Board to appropriate funds to any non-governmental entity,	D	10/29/19	
24.2-404	C. The State Board shall institute procedures to ensure that each requirement of this section is fulfilled.	B	10/29/19	
24.2-404	As part of its procedures, the State Board shall provide that the general registrar shall mail notice of any cancellation pursuant to clause (v) of subdivision A 4 to the person whose registration is cancelled.	B	10/29/19	
24.2-404	D. The State Board shall promulgate rules and regulations to ensure the uniform application of the law for determining a person's residence.	B	10/29/19	

24.2-404	E. The Department shall apply to participate in the Systematic Alien Verification for Entitlements Program (SAVE Program) operated by U.S. Citizenship and Immigration Services of the U.S. Department of Homeland Security for the purposes of verifying that voters listed in the Virginia voter registration system are United States citizens. Upon approval of the application, the Department shall enter into any required memorandum of agreement with U.S. Citizenship and Immigration Services. The State Board shall promulgate rules and regulations governing the use of the immigration status and citizenship status information received from the SAVE Program.	B	10/29/19	
24.2-404	G. Prior to entering into or terminating a memorandum of understanding, or modifying the terms of an existing memorandum of understanding, with any third party for the exchange of voter registration data for any purpose, the Commissioner of Elections shall submit the proposed memorandum of understanding, the reason for termination, or the proposed modifications, as appropriate, to the State Board for review and approval.	B	6/30/26	
24.2-406	B. The Department of Elections shall furnish to the Chief Election Officer of another state, on request and at a reasonable price, lists of persons who voted at any primary, special, or general election held for the four preceding years. Such lists shall be used only for the purpose of maintenance of voter registration systems and shall be transmitted in accordance with <u>security policies approved by the State Board of Elections.</u>	B	10/29/19	
24.2-410.2	A. The State Board shall promulgate regulations and standards necessary to ensure the security and integrity of the Virginia voter registration system and the supporting technologies utilized by the counties and cities to maintain and record registrant information.	B	10/29/19	
24.2-410.2	The State Board shall, in consultation with representatives of local government information technology professionals and general registrars, update the security standards at least annually.	B	10/29/19	
24.2-410.2	In accordance with the process prescribed by the State Board , the Department of Elections may limit access to the Virginia voter registration system by any county or city that has failed to comply with the provisions of subsection B or the security standards established by the State Board pursuant to subsection A.	B	10/29/19	

24.2-411.3	C. The Department of Motor Vehicles shall electronically transmit to the Department of Elections, in accordance with the standards set by the State Board , the information collected pursuant to subsection B for any person who (i) has indicated that he is a United States citizen, (ii) has indicated that he is 17 years of age or older, and (iii) at the time of such transaction did not decline to have his information transmitted to the Department of Elections for voter registration purposes.	D	6/22/2021	
24.2-416.2	Notwithstanding the provisions of § 24.2-418, the national mail voter registration application form promulgated by the Election Assistance Commission pursuant to the National Voter Registration Act (52 U.S.C. § 20501 et seq.) shall be accepted for the registration of otherwise qualified voters to vote in federal, state, and local elections. In addition to the national form promulgated by the Election Assistance Commission, the State Board of Elections shall design	B	10/29/19	
24.2-416.2	<u>And distribute a state mail voter registration application form.</u> Such state form shall include the eligibility requirements for registration as provided in this title, shall provide for a receipt for the applicant pursuant to § 24.2-418.1, and shall require each applicant to provide the information required subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-416.6	Such individuals or agents representing a group shall be required to receive training as approved by the State Board and sign a sworn affidavit on a form prescribed by the State Board attesting that such individuals or organizations will abide by all Virginia laws and rules regarding the registration of voters.	D	10/29/19	
24.2-416.7	A. Notwithstanding any other provision of law, a person who is qualified to register to vote may apply to register to vote by electronic means as authorized by the State Board by completing an electronic registration application.	B	10/29/19	
24.2-416.7	B. Notwithstanding any other provision of law, a registered voter may satisfy the requirements of §§ 24.2-423 and 24.2-424 to notify the general registrar of a change of legal name or place of residence within the Commonwealth by electronic means as authorized by the State Board by completing an electronic registration application.	B	10/29/19	
24.2-416.7	H. The Department of Elections may use additional security measures approved by the State Board to ensure the accuracy and integrity of registration transactions performed under this article.	B	10/29/19	

24.2-418	Each applicant to register shall provide, subject to felony penalties for making false statements pursuant to § 24.2-1016, the information necessary to complete the application to register. Unless physically disabled, he shall sign the application. <u>The application to register shall be only on a form or forms prescribed by the State Board.</u>	B	10/29/19	
24.2-422	<u>The petitioner may file his petition by completing and filing a form which shall be prescribed by the State Board</u> and which shall be used by the general registrar to notify an applicant of the denial of his application to register and of the reasons for the denial.	B	10/29/19	
24.2-423	Whenever a registered voter changes his legal name, either by marriage, divorce, order of court, or otherwise, the voter shall promptly notify the general registrar of the jurisdiction where he is registered. Such notice may be made in writing or on a form approved by the State Board of Elections , which may be <u>electronic</u> . The notice in writing may be provided by mail or by facsimile and shall be signed by the voter unless he is physically unable to sign, in which case his own mark acknowledged by a witness shall be sufficient signature.	B	10/29/19	
24.2-423	Notice may be provided by electronic means as authorized by the State Board and signed by the voter in a manner consistent with the provisions of § 24.2-416.7 and the Uniform Electronic Transactions Act (§ 59.1-479 et seq.). The general registrar shall enter the new name on the registration records and issue the voter a new voter registration card.	B	10/29/19	
24.2-424	A. Whenever a registered voter changes his place of residence within the Commonwealth, he shall promptly notify any general registrar of the address of his new residence. <u>Such notice may be made in person, in writing, by return of the voter registration card noting the new address, or on a form approved by the State Board of Elections, which may be electronic.</u> The notice in writing may be provided by mail or by facsimile and shall be signed by the voter unless he is physically unable to sign, in which case his own mark acknowledged by a witness shall be sufficient signature.	B	10/29/19	
24.2-424	Notice may be provided by electronic means as authorized by the State Board and signed by the voter in a manner consistent with the provisions of § 24.2-416.7 and the Uniform Electronic Transactions Act (§ 59.1-479 et seq.). The fact that a voter provides an address on a candidate or referendum petition that differs from the address for the voter on the voter registration system shall not be sufficient notice to change the voter's registration address. Any statements made by any voter applying for transfer are subject to felony penalties for making a false statement pursuant to § 24.2-1016.	B	10/29/19	

24.2-501	It shall be a requirement of candidacy for any office of the Commonwealth, or of its governmental units, that a person must <u>file a written statement under oath, on a form prescribed by the State Board, that he is qualified to vote for and hold the office for which he is a candidate.</u>	D	10/29/19	
24.2-501	Every candidate for election to statewide office, the United States House of Representatives, or the General Assembly shall <u>file the statement with the State Board</u> . Every candidate for any other office shall file the statement with the general registrar of the county or city where he resides.	D	10/29/19	
24.2-501	Each <u>general registrar shall transmit to the State Board</u> , immediately after the filing deadline, <u>a list of the candidates</u> who have filed statements of qualification	D	10/29/19	
24.2-501	The candidate may state, as part of his statement of qualification, how he would like his name to appear on the ballot; however, <u>all names printed on the ballot shall meet the criteria established by the State Board</u> .	B	10/29/19	
24.2-502	It shall be a requirement of candidacy that a written statement of economic interests shall be filed by (i) a candidate for Governor, Lieutenant Governor, or Attorney General and a candidate for the Senate or House of Delegates with the State Board , (ii) a candidate for a constitutional office with the general registrar for the county or city, and (iii) a candidate for member of the governing body or elected school board of any county, city, or town with a population in excess of 3,500 persons with the general registrar for the county or city.	D	10/29/19	
24.2-503	The State Board may grant an extension of any deadline for filing either or both written statements and	B	10/29/19	
24.2-503	<u>Shall notify all candidates who have not filed their statements of the extension.</u> Any extension shall be granted for a fixed period of time of ten days from the date of the mailing of the notice of the extension.	D	10/29/19	
24.2-505	A. Any person, other than a candidate for a party nomination or a party nominee, who intends to be a candidate for any office to be elected by the qualified voters of the Commonwealth at large or of a congressional district shall <u>file a declaration of candidacy with the State Board</u> .	D	10/29/19	
24.2-505	<u>On a form prescribed by the Board</u> , designating the office for which he is a candidate. The written declaration shall be attested by two witnesses who are qualified voters of the Commonwealth or of the congressional district, or acknowledged before some officer authorized to take acknowledgements to deeds. The declaration shall be signed by the candidate, but if he is incapable of writing his proper signature then some mark adopted by him as his signature shall be acknowledged before some officer authorized to take acknowledgments	D	10/29/19	

24.2-505	The State Board shall notify the respective secretaries of the appropriate electoral boards of the qualified candidates who have so filed.	D	10/29/19	
24.2-505	B. Any person, other than a candidate for a party nomination or party nominee, who intends to be a candidate for election to the General Assembly shall file a declaration of candidacy with the general registrar of the county or city where he resides. The declaration shall be in all respects the same as that required to be given to the State Board by statewide and congressional district candidates. The general registrar shall, within three days after receiving the declaration, (i) deliver it in person or transmit it by certified mail, along with the petitions required by § 24.2-506 or copies thereof, to the general registrars of the other counties or cities, if any, in the legislative district for delivery to the secretaries of the electoral boards and (ii) deliver the declaration and such petitions to the secretary of his electoral board. <u>He shall transmit the names of the candidates who have filed with him to the State Board immediately after the filing deadline.</u>	D	10/29/19	
24.2-505	C. Any person, other than a candidate for a party nomination or party nominee, who intends to be a candidate at any election for any other office shall file a declaration of candidacy with the general registrar of the county or city where he resides. The declaration shall be in all respects the same as that required to be given to the State Board by statewide and congressional district candidates. The general registrar shall, within three days after receiving the declaration, deliver it in person or transmit it by certified mail, along with the petitions required by § 24.2-506 or copies thereof, to the secretaries of the electoral boards of the counties or cities whose electors vote for the office. <u>He shall transmit the names of the candidates who have filed with him to the State Board immediately after the filing deadline.</u>	D	10/29/19	
24.2-506	A. The name of any candidate for any office, other than a party nominee, shall not be printed upon any official ballots provided for the election unless <u>he shall file along with his declaration of candidacy a petition therefore, on a form prescribed by the State Board, signed by the number of qualified voters specified in this subsection after January 1 of the year in which the election is held and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition.</u>	D	6/22/2021	

24.2-506	B. The State Board shall approve uniform standards by which petitions filed by a candidate for office, other than a party nominee, are reviewed to determine if the petitions contain sufficient signatures of qualified voters as required in subsection A.	B	10/29/19	
24.2-506	The State Board of Elections, on or before January 1, 2020, shall revise its processes and associated regulations for reviewing and processing candidate petitions. Such revisions shall provide a process for checking petition signatures that includes a method for determining if a petition signature belongs to an individual whose prior registration has been canceled and the reason for such cancellation. The process shall provide for the tracking of such information associated with each petition. The process shall provide for the escalation of cases of suspected fraud to the electoral board, the State Board , or the office of the attorney for the Commonwealth, as appropriate.	B	10/29/19	
24.2-506	C. If a candidate, other than a party nominee, does not qualify to have his name appear on the ballot by reason of the candidate's filed petition not containing the minimum number of signatures of qualified voters for the office sought, the candidate may appeal that determination within five calendar days of the issuance of the notice of disqualification pursuant to § 24.2-612 or notice from the State Board that the candidate did not meet the requirements to have his name appear on the ballot.	D	10/29/19	
24.2-506	Appeals made by candidates for a county, city, or town office shall be filed with the electoral board. Appeals made by candidates for all other offices shall be filed with the State Board .	D	10/29/19	
24.2-506	The appeal shall be heard by the State Board or the electoral board, as appropriate, within five business days of its filing.	B	10/29/19	
24.2-506	The electoral board shall notify the State Board of any appeal that is filed with the electoral board.	D	10/29/19	

24.2-506	The State Board shall develop procedures for the conduct of such an appeal. The consideration on appeal shall be limited to whether or not the signatures on the petitions that were filed were reasonably rejected according to the requirements of this title and the uniform standards approved by the State Board for the review of petitions.	B	10/29/19	
24.2-506	Immediately after the conclusion of the appeal hearing, the entity conducting the appeal shall notify the candidate and, if applicable, the State Board , of its decision in writing. The decision on appeal shall be final and not subject to further appeal.	D	10/29/19	

24.2-511	A. <u>The state, district, or other appropriate party chairman shall certify the name of any candidate who has been nominated by his party by a method other than a primary for any office to be elected by the qualified voters of (i) the Commonwealth at large, (ii) a congressional district or a General Assembly district, or (iii) political subdivisions jointly electing a shared constitutional officer, along with the date of the nomination of the candidate, to the State Board not later than five days after the last day for nominations to be made.</u>	D	10/29/19	
24.2-511	<u>The State Board shall notify the general registrars of the names of the candidates to appear on the ballot for such offices.</u>	D	10/29/19	
24.2-511	B. <u>The party chairman of the district or political subdivision in which any other office is to be filled shall certify the name of any candidate for that office who has been nominated by his party by a method other than a primary to the State Board and to the general registrars of the cities and counties in which the name of the candidate will appear on the ballot not later than five days after the last day for nominations to be made.</u>	D	10/29/19	
24.2-511	<u>Should the party chairman fail to make such certification, the State Board shall declare that the candidate is the nominee of the particular party and direct that his name be treated as if certified by the party chairman.</u>	D	10/29/19	
24.-516	<u>Each political party within the Commonwealth shall furnish to the State Board the names and addresses of its state, county, and city party chairmen in January of each year, and during the remainder of the year it shall notify the Board of any changes in such names and addresses.</u>	D	10/29/19	

24.2-516	<u>At least 135 days prior to the regular date for a primary, the Board shall inquire of each state chairman and each county and city chairman whether a direct primary has been adopted.</u>	D	10/29/19	
24.2-516	<u>The Board shall advise each chairman that notification to the Board of the adoption of a direct primary is required and must be filed with the Board not more than 125 days and not less than 105 days before the date set for the primaries.</u>	D	10/29/19	
24.2-516	<u>Each chairman shall file timely written notice with the Board whether or not a primary has been adopted and identify each office for which a primary has been adopted.</u>	D	10/29/19	

24.2-516	The requirement to notify the Board of the adoption of a direct primary shall be <u>satisfied when the Board receives by the deadline</u> (i) written notice from the appropriate party chairman or (ii) a copy of the written notice from an incumbent officeholder to his party chairman of the incumbent's selection, pursuant to § 24.2-509, of the primary as the method of nomination.	D	10/29/19	
24.2-517	The State Board <u>shall order the holding of a primary election</u> in any county, city, or other district of the Commonwealth in which it is notified pursuant to § 24.2-516 that a primary is intended to be held.	D	10/29/19	
24.2-517	The <u>notice ordering the primary shall be sent to the secretary of the electoral board.</u> Within five days of the <u>issuance of the order by the State Board</u> , each secretary shall forthwith post a copy of the notice on the official website of the county or city, or have notice of the election published at least once in a newspaper of general circulation in the county or city.	D	10/29/19	
24.2-520	A candidate for nomination by primary for any office shall be required to file a <u>written declaration of candidacy on a form prescribed by the State Board</u> . The declaration shall include the name of the political party of which the candidate is a member, a designation of the office for which he is a candidate, and a statement that, if defeated in the primary, his name is not to be printed on the ballots for that office in the succeeding general election. The declaration shall be acknowledged before some officer who has the authority to take acknowledgments to deeds, or attested by two witnesses who are qualified voters of the election district.	D	10/29/19	
24.2-521	A. A candidate for nomination by primary for any office <u>shall be required to file with his declaration of candidacy a petition for his name to be printed on the official primary ballot, on a form prescribed by the State Board</u> , signed by the number of qualified voters specified in this section after January 1 of the year in which the election is held or before or after said date in the case of a March primary, and listing the residence address of each such voter. Each signature on the petition shall have been witnessed by a person who is not a minor or a felon whose voting rights have not been restored and whose affidavit to that effect appears on each page of the petition.	D	6/22/2021	

24.2-522	C. Any candidate for nomination for United States Senator, Governor, Lieutenant Governor, or Attorney General <u>shall file with the State Board</u> (i) his declaration of candidacy, (ii) the petitions for his candidacy, sealed in one or more containers to which is attached a written statement under oath by the candidate giving his name and the number of signatures on the petitions contained in the containers, and (iii) a receipt indicating the payment of his filing fee.	D	10/29/19	
24.2-522	The State Board shall notify the state chairman of the party of the candidate within 72 hours and the day following the candidate filing deadline. The sealed containers containing the petitions for a candidate may be opened only by the state chairman of the party of the candidate.	D	6/30/26	
24.2-524	A. Candidates for United States Senators, for representatives in Congress, and for the offices of Governor, Lieutenant Governor, and Attorney General shall pay the primary fee to the State Board of Elections.	D	10/29/19	
24.2-524	The primary fees shall be credited by the Board to a fund to be known as the "state primary fee fund." The Board shall refund the fee by warrant upon the state primary fee fund in the event the prospective candidate does not become a candidate, becomes a candidate and is not opposed, or must refile for any reason. All other primary fees paid to the Board shall be paid or placed to the credit of the fund out of which the Board pays the Commonwealth's expenses for the primary.	D	10/29/19	
24.2-524	B. All other candidates shall pay the fee to the treasurer, or director of finance if there is no treasurer, of the city or county in which they reside. The treasurer or director of finance shall pay back the fee in the event the prospective candidate does not become a candidate, or becomes a candidate and must refile for any reason. In the event the candidate is unopposed, the State Board or the local electoral board, as appropriate, shall notify, no less than 60 days before the primary, the treasurer or director of finance to whom the fee was paid that the candidate is unopposed and shall provide the name and mailing address for returning the fee to the candidate.	D	10/29/19	
24.2-527	<u>It shall be the duty of the chairman or chairmen of the several committees of the respective parties to furnish the name of any candidate for nomination for any office to be elected by the qualified voters of the Commonwealth at large or of a congressional district or of a General Assembly district to the State Board, and to furnish the name of any candidate for any other office to the State Board and to the general registrars charged with the duty of preparing and printing the primary ballots.</u>	D	10/29/19	

24.2-527	In furnishing the name of any such candidate, the chairman shall certify that a review of the filed candidate petitions found the required minimum number of signatures of qualified voters for that office to have been met. The chairman shall also certify the order and date and time of filing for purposes of printing the ballots as prescribed in § 24.2-528, provided that the State Board shall determine the order and date and time of filing for candidates for United States Senator, Governor, Lieutenant Governor, and Attorney General for such purposes. Each chairman shall comply with the provisions of this section not less than 70 days before the primary	D	10/29/19	
24.2-529	The primary ballots for the several parties taking part in a primary shall be composed, arranged, printed, delivered, and provided in the same manner as the general election ballots except that at the top of each official primary ballot shall be printed in plain black type the name of the political party and the words "Primary Election." The names of the candidates for various offices shall appear on the ballot in an order determined by the priority of the time of filing for the office. <u>In the event two or more candidates file simultaneously, the order of filing shall then be determined by lot by the electoral board or the State Board</u> as in the case of a tie vote for the office. No write-in shall be permitted on ballots in Primary elections.	B	10/29/19	
24.2-532	As soon as the electoral board shall determine the persons who have received the highest number of votes for nomination to any such office, the secretary of the board shall immediately make out abstracts and certificates of the votes cast as provided in § 24.2-675 and forward certified copies thereof to the State Board . The secretary in addition shall place certified copies thereof in an envelope and forward them in person or by certified mail (i) for members of the House of Representatives of the United States, to the chairman of the congressional district committee, (ii) for members of the General Assembly, to the chairman of the Senate or House of Delegates district committee, and (iii) for county and city and district officers, to the chairman of the county or city. "Chairman" means the chairman of the political party under whose auspices the primary is held.	D	10/29/19	
24.2-534	As soon as possible after receipt of the certified abstract and not later than fourteen days after the day of the election, the State Board shall open and tabulate the returns.	D	10/29/19	
24.2-534	<u>Upon completion of the tabulation the Board shall declare the nominee in the manner and form as it does in general elections.</u>	B	10/29/19	

24.2-536	If more than one person qualifies, the party chairman shall promptly certify their names to the State Board and the appropriate electoral boards as having qualified under the provisions of this section. The electoral boards having charge of the printing of the official ballots for the primary election shall either...	D	10/29/19	
24.2-537	If more than one person qualifies, the party chairman shall promptly certify their names to the State Board and the appropriate electoral boards as having qualified under the provisions of this section. The electoral boards having charge of the printing of the official ballots for the primary election shall either: ...	D	10/29/19	
24.2-538	The party chairman or chairmen shall promptly certify the names of every such person to the State Board and appropriate electoral boards as having qualified under the provisions of this section.	D	10/29/19	
24.2-538.1	B. Upon receipt of a candidate's signed and notarized notice of withdrawal made pursuant to § 24.2-612.2, the general registrar shall immediately <u>transmit such notice to the local electoral board and the State Board</u> and certify that the remaining candidate, identified by name, is now unopposed for nomination by the political party for the office sought.	B	7/2/24	

24.2-538.1	Within one calendar day of receiving such notice and certification, the State Board shall <u>declare the remaining candidate to be the nominee of such political party for the office sought</u> . As soon as possible thereafter, the local electoral board shall petition the circuit court for the cancellation of the primary election.	B	7/2/24	
24.2-538.1	C. The State Board shall <u>prescribe the procedures for canceling a primary election</u> pursuant to this section, including instructions for locking and securing voting systems, the disposition of marked and unmarked absentee ballots, and voter notification.	B	7/2/24	
24.2-544	B. The provisions of this title shall apply to the conduct of presidential year primaries including the time limits applicable to notices and candidate filing deadlines and the closing of registration records before the primary. The State Board shall provide a schedule for the notices and filing deadlines by the <u>August 1 prior to the March primary including a campaign finance disclosure report filing schedule</u> adjusted to reflect the differences between the June date for other primaries and the March date for the presidential primary, and primaries for the nomination of candidates for offices to be voted on at the general election date in May.	B	10/29/19	

24.2-545	A. The duly constituted authorities of the state political party shall have the right to determine the method by which the state party will select its delegates to the national convention to choose the party's nominees for President and Vice-President of the United States including a presidential primary or another method determined by the party. <u>The state chairman shall notify the State Board of the party's determination at least 90 days before the primary date. If the party has determined that it will hold a presidential primary, each registered voter of the Commonwealth shall be given an opportunity to participate in the presidential primary of the political party, as defined in § 24.2-101, subject to requirements determined by the political party for participation in its presidential primary.</u>	D	10/29/19	
24.2-545	The requirements may include, but shall not be limited to, the signing of a pledge by the voter of his intention to support the party's candidate when offering to vote in the primary. <u>The requirements applicable to a party's primary shall be determined at least 90 days prior to the primary date and certified to, and approved by, the State Board.</u>	B	10/29/19	
24.2-545	B. Any person seeking the nomination of the national political party for the office of President of the United States, or any group organized in this Commonwealth on behalf of, and with the consent of such person, <u>may file with the State Board petitions</u> signed by at least 10,000 qualified voters, including at least 400 qualified voters from each congressional district in the Commonwealth, who attest that they intend to participate in the primary of the same political party as the candidate for whom the petitions are filed. <u>Such petitions shall be filed with the State Board by the primary filing deadline.</u>	D	10/29/19	

24.2-545	<u>The petitions shall be on a form prescribed by the State Board and shall be sealed in one or more containers to which is attached a written statement giving the name of the presidential candidate and the number of signatures on the petitions contained in the containers. Such person or group shall also attach a list of the names of persons who would be elected delegates and alternate delegates to the political party's national convention if the person wins the primary and the party has determined that its delegates will be selected pursuant to the primary. The slate of delegates and alternates shall comply with the rules of the national and state party.</u>	D	10/29/19	
24.2-545	<u>The State Board shall transmit the material so filed to the state chairman of the party of the candidate immediately after the primary filing deadline.</u> The sealed containers containing the petitions for a candidate may be opened only by the state chairman of the party of the candidate.	D	10/29/19	
24.2-545	<u>The state chairman of the party shall, by the deadline set by the State Board,</u>	B	10/29/19	

24.2-545	Furnish to the State Board the names of all candidates who have satisfied the requirements of this section. In furnishing the name of each such candidate, the state chairman shall certify that a review of the filed candidate petitions found the required minimum number of signatures of qualified voters for that office to have been met. Whenever only one candidate for a party's nomination for President of the United States has met the requirements to have his name on the ballot, he will be declared the winner and no presidential primary for that party will be held.	D	10/29/19	
24.2-545	C. <u>The names of all candidates in the presidential primary of each political party shall appear on the ballot in an order determined by lot by the State Board.</u>	B	10/29/19	
24.2-545	D. The State Board shall certify the results of the presidential primary to the state chairman. If the party has determined that its delegates and alternates will be selected pursuant to the primary, the slate of delegates and alternates of the candidate receiving the most votes in the primary shall be deemed elected by the state party unless the party has determined another method for allocation of delegates and alternates. If the party has determined to use another method for selecting delegates and alternates, those delegates and alternates shall be bound to vote on the first ballot at the national convention for the candidate receiving the most votes in the primary unless that candidate releases those delegates and alternates from such vote.	B	10/29/19	

24.2-602.1	If the State Board determines that an electoral board member has knowingly violated the provisions of this section, the State Board shall assess a civil penalty in an amount not to exceed \$250.	B	6/30/26	
24.2-603.1	The State Board shall prescribe appropriate procedures to implement this section	D	10/29/19	
24.2-604.2	<u>If an emergency causes the dimensions of the prohibited area for a polling place to be perceived as increasing the risk of danger for persons outside the polling place, the electoral board may modify the distance requirements for the prohibited area, subject to the prior approval of the State Board.</u> For purposes of this section, an "emergency" includes a state of emergency declared by the Governor pursuant to Chapter 3.2 (§ 44-146.13 et seq.) of Title 44 or declared by the President of the United States.	D	10/29/19	
24.2-610	C. <u>The electoral board, general registrar, and officers of election shall comply with the requirements of this title and the instructions of the State Board to ensure that the pollbooks, ballots, voting equipment keys, and other materials and supplies required to conduct the election are delivered to the polling place before 6:00 a.m. on the day of the election and delivered to the proper official following the election.</u>	D	10/29/19	

24.2-611	A. <u>The following oath shall be on a form prescribed by the State Board, administered to all officers of election, and kept by the officers of election with the pollbook:</u>	D	10/29/19	
24.2-611	D. Any locality may expend its own funds to purchase electronic pollbooks that have been <u>approved for use in elections by the State Board.</u>	B	10/29/19	
24.2-611	F. In the event that the electronic pollbooks for a precinct fail to operate properly and no alternative voter list or pollbook is available, the officers of election, in accordance with the instructions and materials approved by the State Board , shall (i) maintain a written list of the persons voting and (ii) provide to each person voting a provisional ballot to be cast as provided in § <u>24.2-653</u> .	D	10/29/19	

24.2-613	A. <u>The ballots shall comply with the requirements of this title and the standards prescribed by the State Board.</u>	B	10/29/19	
24.2-613	<u>For the purpose of this section, any Independent candidate may, by producing sufficient and appropriate evidence of nomination by a "recognized political party" to the State Board, have the term "Independent" on the ballot converted to that of a "recognized political party" on the ballot and be treated on the ballot in a manner consistent with the candidates nominated by political parties.</u> For the purpose of this section, a "recognized political party" is defined as an organization that, for at least six months preceding the filing of its nominee for the office, has had in continual existence a state central committee composed of registered voters residing in each congressional district of the Commonwealth, a party plan and bylaws, and a duly elected state chairman and secretary. A letter from the state chairman of a recognized political party certifying that a candidate is the nominee of that party and also signed by such candidate accepting that nomination shall constitute sufficient and appropriate evidence of nomination by a recognized political party. The name of the political party, the name of the "recognized political party," or term "Independent" may be shown by an initial or abbreviation to meet ballot requirements.	D	10/29/19	

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

24.2-614	<u>Groups of petitioners qualifying for a party name under § 24.2-543 shall be treated as a class; the order of the groups shall be determined by lot by the State Board; and the groups shall immediately precede the independent class on the ballot. The names of the candidates within the independent class shall be listed alphabetically.</u>	B	10/29/19	
24.2-625.1	The general registrar and the State Board shall provide the electoral board assistance, upon request.	D	10/29/19	
24.2-625.1	D. The electoral board of each county and city that utilizes electronic voting systems shall develop and annually update written plans and procedures to ensure the security and integrity of its electronic voting systems. <u>The general registrar and the State Board shall provide the electoral board assistance, upon request.</u>	D	10/29/19	

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

24.2-629	In addition to any other materials that may be required, <u>a current statement of the financial status of the vendor, including any assets and liabilities, shall be filed with the Board</u> ; if the vendor is not the manufacturer of the equipment for which application is made, such a statement shall also be filed for the manufacturer. These statements shall be exempt from the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). <u>The Board shall require, at a site of its choosing, a demonstration of such equipment and ballots and may require that a production model of the system and a supply of ballots</u>	B	10/29/19	
24.2-629	<u>be provided to the Board for testing purposes.</u>	D	10/29/19	
24.2-629	<u>The Board shall also require the vendor to provide documentation of the practices recommended by the vendor to ensure the optimum security and functionality of the system.</u>	B	10/29/19	

24.2-629	<p>B. The Board may approve any kind of electronic voting system that meets the following requirements:</p> <ol style="list-style-type: none"> 1. It shall provide clear instructions for voters on how to mark or select their choice and cast that vote. 2. It shall provide facilities for voting for all offices at any election and on as many questions as may be submitted at any election. 3. It shall be capable of processing ballots for all parties holding a primary election on the same day, but programmable in such a way that an individual ballot cast by a voter is limited to the party primary election in which the voter chooses to participate. 4. It shall require votes for presidential and vice presidential electors to be cast for the presidential and vice presidential electors of one party by one operation. The ballot shall contain the words "Electors for" preceded by the name of the party or other authorized designation and followed by the names of the candidates for the offices of President and Vice President. 5. It shall enable the voter to cast votes for as many persons for an office as lawfully permitted, but no more. It shall prevent the voter from casting a vote for the same person more than once for the same office. However, ballot scanner machines shall not be required to prevent a voter from voting for a greater number of candidates than he is lawfully entitled to. 6. It shall enable the voter to cast a vote on any question on which he is lawfully permitted to vote, but no other. 7. It shall provide the voter with an opportunity to correct any error before a ballot is 	B	10/29/19	
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	<p>cast.</p> <p>8. It shall correctly register or record and accurately count all votes cast for candidates and on questions.</p> <p>9. It shall be provided with a "protective counter," whereby any operation of the machine before or after the election will be detected.</p> <p>10. It shall be provided with a counter that at all times during an election shall show how many persons have voted.</p> <p>11. It shall ensure voting in absolute secrecy. Ballot scanner machines shall provide for the secrecy of the ballot and a method to conceal the voted ballot.</p> <p>12. It shall be programmable to allow ballots to be separated when necessary.</p> <p>13. Ballot scanner machines shall report, if possible, the number of ballots on which a voter under voted or over voted.</p>			
24.2-629	<p>C. After its examination of the equipment, ballots, and other materials submitted by the vendors, the Board shall prepare and file in its office a report of its finding as to <u>(i) the apparent capability of such equipment to accurately count, register, and report votes; (ii) whether the system can be conveniently used without undue confusion to the voter; (iii) its accessibility to voters with disabilities; (iv) whether the system can be safely used without undue potential for fraud; (v) the ease of its operation and transportation by voting equipment custodians and officers of election; (vi) the financial stability of the vendor and manufacturer; (vii) whether the system meets the requirements of this title; (viii) whether the system meets federal requirements;</u></p>	D	10/29/19	
24.2-629	<p>(ix) Whether issues of reliability and security identified with the system by other state governments have been adequately addressed by the vendor; and (x) whether, in the opinion of the Board, the potential for approval of such system is such as to justify further examination and testing.</p>	B	10/29/19	
24.2-629	<p>D. If the Board determines that there is such potential and prior to its final determination as to <u>approval or disapproval of such system, the Board shall obtain a report by an independent electronics or engineering consultant as to</u> (i) whether the system accurately counts, registers, and reports votes; (ii) whether it is capable of storing and retaining existing votes in a permanent memory in the event of power failure during and after the election; (iii) the number of separate memory capabilities for the storage of recorded votes; (iv) its mechanical and electronic perfections and imperfections; (v) the audit trail provided by the system; (vi) the anticipated frequency of repair; (vii) the ease of repair; (viii) the anticipated life of the equipment;(ix) its potential for fraudulent use; (x) its accessibility to voters with</p>	D	10/29/19	

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

24.2-629	I. The Board shall have the authority to investigate, at its discretion, any voting system certified in Virginia to ensure that it continues to meet the standards outlined in subsections C and D.	B	10/29/19	
24.2-629	The Board may, at its discretion, decertify any voting system based on significant problems detected with the voting system in Virginia or on reports provided by federal authorities or other state election officials.	B	10/29/19	
24.2-630	With the approval of the State Board , the governing body of any county, city, or town may provide for the experimental use at an election in one or more election districts or precincts of a voting or counting system which it might legally adopt without a formal adoption thereof, and its use at such election shall be valid for all purposes.	B	10/29/19	
24.2-631	The State Board is authorized to approve the experimental use of voting or counting systems and ballots for the purpose of casting and counting absentee ballots in one or more counties and cities designated by the Board (i) that have established central absentee voter election districts	B	10/29/19	
24.2-631	and (ii) whose electoral board submits to the Board for approval a plan for the use of such system and ballots.	D	10/29/19	
24.2-631	The Board is also authorized to approve the experimental use of voting or counting systems and ballots in one or more precincts in any county or city whose electoral board	B	10/29/19	
24.2-631	Submits to the Board for approval a plan for such use. The use of such systems and ballots at an election shall be valid for all purposes.	D	10/29/19	
24.2-632	A. For the purpose of programming and preparing voting and counting equipment, including the programming of any electronic activation devices or data storage media used to program or operate the equipment, and maintaining, testing, calibrating, and delivering it, the electoral board shall employ one or more persons, to be known as custodians of voting equipment. The custodians shall be fully competent, thoroughly instructed, and sworn to perform their duties honestly and faithfully, and for such purpose shall be appointed and instructed at least 30 days before each election. <u>With the approval of the State Board, the electoral board may contract with the voting equipment vendor or another contractor for the purpose of programming, preparing and maintaining the voting equipment.</u>	D	10/29/19	

24.2-643	A voter who does not show one of the forms of identification specified in this subsection and does not sign this statement shall be offered a provisional ballot under the provisions of § <u>24.2-653</u> . The State Board of Elections <u>shall provide an ID-ONLY provisional ballot envelope that requires no follow-up action by the registrar or electoral board other than matching submitted identification documents from the voter for the electoral board to make a determination on whether to count the ballot.</u>	D	6/21/2021	
24.2-643	If the voter's name is found on the pollbook, if he presents one of the forms of identification listed above, if he is qualified to vote in the election, and if no objection is made, <u>an officer shall enter, opposite the voter's name on the pollbook, the first or next consecutive number from the voter count form provided by the State Board</u> , or shall enter that the voter has voted if the pollbook is in electronic form; an officer shall provide the voter with the official ballot; and another officer shall admit him to the voting booth.	D	10/29/19	
24.2-643	C. If the current residence address stated by the voter is different from the address shown on the pollbook, the officer of election <u>shall furnish the voter with a change of address form prescribed by the State Board</u> . Upon its completion, the voter shall sign the prescribed form, subject to felony penalties for making false statements pursuant to § 24.2-1016, which the officer of election shall then place in an envelope provided for such forms for transmission to the general registrar who shall then transfer or cancel the registration of such voter pursuant to Chapter 4 (§ 24.2-400 et seq.) of this title.	D	10/29/19	
24.2-643	D. At the time the voter is asked his full name and current residence address, the officer of election shall ask any voter for whom the pollbook indicates that an identification number other than a social security number is recorded on the Virginia voter registration system if he presently has a social security number. If the voter is able to provide his social security number, <u>he shall be furnished with a voter registration form prescribed by the State Board</u> to update his registration information. Upon its completion, the form shall be placed by the officer of election in an envelope provided for such forms for transmission to the general registrar. Any social security numbers so provided shall be entered by the general registrar in the voter's record on the voter registration system.	B	10/29/19	

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

24.2-649.1	The officer shall immediately return to the polling place and shall deposit a paper ballot in the ballot container in accordance with § 24.2-646 or a machine-readable ballot in the ballot scanner machine in accordance <u>with the instructions of the State Board.</u>	D	6/22/2021	
24.2-651.1	The State Board of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots.	D	10/29/19	
24.2-652	When the voter has signed the statement and is permitted to vote, the officers of election shall mark his name on the pollbook with the next consecutive number from the voter count form, or shall enter that the voter has voted if the pollbook is in electronic form, and <u>shall indicate on the pollbook that he has signed the required statement in accordance with the instructions of the State Board.</u>	D	10/29/19	
24.2-652	B. If the general registrar is not available or cannot state that the person is registered to vote, such person shall be allowed to vote by provisional ballot pursuant to § 24.2-653. The officers of election shall provide to him an application for registration. The State Board of Elections <u>shall provide instructions to the electoral boards for the handling and counting of such provisional ballots.</u>	D	6/21/2021	
24.2-653.1	The electoral board shall process the ballot in accordance with the provisions of § 24.2-653.01 and the instructions of the State Board.	D	10/29/19	
24.2-654	<u>In ascertaining the vote, the officers of election shall complete a statement of results in duplicate on the form and in the manner prescribed by the State Board.</u>	D	10/29/19	
24.2-659	F. The voting systems described in subsections A, B, C, and D shall remain locked and sealed until the deadline to request a recount under Chapter 8 (§ 24.2-800 et seq.) has passed and, if any contest or recount is pending thereafter, until it has been concluded. <u>Such machines and any envelope containing data storage devices shall be opened and all data examined only (i) on the order of a court of competent jurisdiction</u>	D	10/29/19	

	<p>or (ii) on the request of an authorized representative of the State Board, or the electoral board or general registrar at the direction of the State Board, in order to ensure the accuracy of the returns. In the event that machines and data storage devices are examined under clause (ii), each political party and each independent candidate on the ballot, or each primary candidate, shall be entitled to have a representative present during such examination. The representatives and observers lawfully present shall be prohibited from interfering with the officers of election in any way. The State Board, local electoral board, or general registrar shall provide such parties and candidates reasonable advance notice of the examination.</p>			
24.2-666	<p>The State Board shall prescribe appropriate forms and procedures for use by the local electoral boards, general registrars, and officers of election to account for all paper ballots, used and unused.</p>	D	10/29/19	
24.2-668	<p>A. After ascertaining the results and before adjourning, the officers shall put the pollbooks, the duplicate statements of results, and any printed inspection and return sheets <u>in the envelopes provided by the State Board</u>. The officers shall seal the envelopes and direct them to the clerk of the circuit court for the county or city. The pollbooks, statements, and sheets thus sealed and directed, the sealed counted ballots envelope or container, and the unused, defaced, spoiled and set aside ballots properly accounted for, packaged and sealed, shall be conveyed by one of the officers to be determined by lot, if they cannot otherwise agree, to the clerk of court by noon on the day following the election.</p>	D	10/29/19	
24.2-668	<p>The clerk shall retain custody of the pollbooks until the time has expired for initiating a recount, contest, or other proceeding in which the pollbooks may be needed as evidence and there is no proceeding pending. After that time the clerk shall deliver the pollbooks to <u>the general registrar who shall return the pollbooks or transfer a copy of the electronic data to the State Board</u> as directed by § 24.2-114 for voting credit purposes.</p>	D	10/29/19	
24.2-668	<p><u>After the pollbooks are returned by the State Board</u>, the general registrar shall retain the pollbooks in his principal office for two years from the date of the election. The clerk shall retain the statement of results and any printed inspection and return sheets for two years and may then destroy them.</p>	D	10/29/19	

24.2-668	C. If an electronic pollbook is used, the data disc or cartridge containing the electronic records of the election, or, alternately, a printed copy of the pollbook records of those who voted, shall be transmitted, sealed and retained as required by this section, and otherwise treated as the pollbook for that election for all purposes subsequent to the election. Nothing in this title shall be construed to require that the equipment or software used to produce the electronic pollbook be sealed or retained along with the pollbook, <u>provided that the records for the election have been transferred or printed according to the instructions of the State Board.</u>	D	10/29/19	
24.2-669	The clerk to whom the counted and uncounted ballots are delivered shall, without breaking the seal, deposit them in a secure place in his office, where they shall be kept for the time required by this section. <u>He shall not allow the ballots to be inspected except (i) by an authorized representative of the State Board</u>	D	10/29/19	
24.2-669	or by the electoral board at the direction of the State Board to ensure the accuracy of <u>the returns or the purity of the election,</u> (ii) by the officers of election, and then only at the direction of the electoral board in accordance with § 24.2-672 when the provisions of § 24.2-662 have not been followed, or (iii) on the order of a court before which there is pending a proceeding for a contest or recount under Chapter 8 (§ 24.2-800 et seq.) of this title or before whom there is then pending a proceeding in which the ballots are necessary for use in evidence, , or (iv) for the purpose of conducting an audit as part of a post-election pilot program pursuant to § 24.2-671.1. In the event that ballots are inspected under clause (i), (ii), or (iv) of this paragraph, each political party and each independent candidate on the ballot, or each primary candidate, shall be entitled to have a representative present during such inspection. The representatives and observers lawfully present shall be prohibited from interfering with the officers of election in any way. <u>The State Board or local electoral board shall provide such parties and candidates reasonable advance notice of the inspection.</u>	D	10/29/19	
24.2-671	Beginning with the general election in November 2007, a report of any changes made by the local electoral board to the unofficial results ascertained by the officers of election or any subsequent change to the official abstract of votes made by the local electoral board shall be <u>forwarded to the State Board of Elections and the explanation of such change shall be posted on the State Board website.</u>	D	10/29/19	

24.2-671	E. If any local electoral board fails or refuses to perform any duty required by subsection A or B, the State Board shall be authorized to intervene and carry out such duties in accordance with law.	B (certification of an election, if a local electoral board fails to certify an election, it is required to certify) D (intervention when a local electoral board fails to perform their duties; carry out such post-election duties up until certification of the election)	6/30/26	
§24.2-671.2	B. Risk-limiting audits conducted pursuant to this section shall be performed by the local electoral boards and general registrars under the supervision of the Department and in accordance with the procedures prescribed by the State Board ...	D	12/05/22	
§24.2-671.2	D. The State Board shall promulgate regulations for submitting such requests.	B	12/05/22	
§24.2-671.2	D. The State Board shall grant an extension of the local electoral board's certification deadline under § 24.2-671 as necessary to accommodate the conduct of a risk-limiting audit conducted pursuant to this subsection.	B	12/05/22	

§24.2-671.2	F. Upon the tabulation of the unofficial results of an election, the State Board shall <u>determine, in accordance with subsection C, all the contested races for that election that will receive a risk-limiting audit and shall set the risk limit to be applied in such audits.</u>	B	12/05/22	
24.2-673.1	B. Any decision to conduct an election by ranked choice voting made by a local governing body shall be transmitted to the State Board ...	D	6/30/26	
24.2-673.1	...the State Board , which shall provide an assessment of technical feasibility within 10 days of receipt of the decision.	D	6/30/26	
24.2-673.1	If the State Board assesses that implementation of the local governing body's decision is not technically feasible, the State Board's assessment shall include an explanation of those steps necessary to proceed with implementation.	D	6/30/26	
24.2-673.1	C. The State Board shall provide standards for vote tabulating software for use with existing voting systems in elections conducted by ranked choice voting.	B	6/30/26	
24.2-673.1	Any person manufacturing...any vote tabulation software...may apply to the State Board in the manner prescribed by the State Board , to have examined a production version of such software.	B	6/30/26	
24.2-673.1	C. A local governing body that makes the decision to conduct elections by ranked choice voting shall provide for the use of voting tabulation software approved by the State Board in any such elections.	B	6/30/26	
24.2-673.1	D. The State Board shall promulgate regulations for the proper and efficient administration of elections determined by ranked choice voting, including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section.	B	7/1/2025	
24.2-673.1	H. The State Board may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting ranked choice voting pursuant to this section.	B	6/22/21	
24.2-673.1	The State Board shall produce generalized voter education materials on ranked choice voting that shall be published on its website and shall assist any locality that has made the decision to conduct elections by ranked choice voting in developing voter education materials specific to that locality upon request.	D	6/30/26	

24.2-673.1	J. ...the State Board shall have the authority to create and modify recount procedures to the extent necessary to accommodate a recount of an election conducted by ranked choice voting.	B	6/30/26	
24.2-674	If, prior to a recount, any two or more persons have an equal number of votes and a higher number than any other person for member of the General Assembly or of the Congress of the United States, or if any two or more persons have an equal number of votes and a higher number than any other person for elector of President and Vice President of the United States, the State Board of Elections shall proceed publicly to determine by lot which of them shall be declared elected. Reasonable notice shall be given to such candidates of the time when such elections shall be so determined; and if they, or either of them, shall fail to appear in accordance with such notice, the Board shall proceed so as to determine the election in their absence.	B	6/22/2021	
24.2-675	The abstracts shall be certified and signed by the electoral board, attested by the secretary, and retained by the electoral board as part of its records. A copy of each, certified under the official seal of the electoral board, shall immediately be mailed or delivered by hand to the State Board .	D	10/29/19	
24.2-675	The State Board shall require the electoral board of any county or city to correct any errors found on such abstracts prior to completing the requirements of § 24.2-679.	D	10/29/19	
24.2-677	The State Board , on receipt of the certified abstracts of the votes given in the several counties and cities, shall open the abstracts and record and carefully preserve them.	D	10/29/19	
24.2-678	If the State Board has not received the abstracts of votes from any county or city within seven days after any election, it shall dispatch a law-enforcement officer to obtain a copy of the abstract from the official having charge thereof.	D	10/29/19	
24.2-678	That official shall immediately, on demand of the officer, make out and deliver to him the copy required, and the officer shall deliver the abstract to the State Board without delay.	D	10/29/19	
24.2-679	A. The State Board shall meet on the third Monday in November to ascertain the results of the November election. If a majority of the Board is not present or if, for any other reason, the Board is unable to ascertain the results on that day, the meeting shall stand adjourned from day to day for not more than three days until a quorum is present and the Board has ascertained the results as provided in this section.	B	10/29/19	

24.2-679	The Board shall examine the certified abstracts on file in its office and make <u>statements of the whole number of votes given at any such election for members of the General Assembly, Governor, Lieutenant Governor and Attorney General, members of the United States Congress and electors of President and Vice-President of the United States, and any officer shared by more than one county or city, or any combination thereof, or for so many of such officers as have been voted for at the election.</u>	B	10/29/19	
24.2-679	The statement shall show, for each office and each county, city, and election district, the whole number of votes given to each candidate and to any other person elected to office. The Board members shall <u>certify the statements to be correct and sign the statements.</u>	B	10/29/19	
24.2-679	The Board shall then determine those persons who received the greatest number of votes and have been duly elected to each office.	B	10/29/19	
24.2-679	The Board members shall endorse and subscribe on such statements a certificate of <u>their determination.</u>	B	10/29/19	
24.2-679	The Board shall record each certified statement and determination in a suitable book to be kept by it in its office.	D	10/29/19	
24.2-679	B. The State Board shall meet as soon as possible after it receives the returns for any special election held at a time other than the November general election to ascertain <u>the results</u> of the special election in the manner prescribed in subsection A. If the returns have not been received within seven days of the election, the Board shall meet and adjourn from day to day until it receives the returns, ascertains the results, and makes its determination.	B	10/29/19	
24.2-680	Subject to the requirements of § 24.2-922, the State Board shall without delay <u>complete and transmit to each of the persons declared to be elected a certificate of his election, certified by it under its seal of office.</u>	B D	10/29/19	Board to complete certificates and Department to transmit certificates.
24.2-680	<u>In the election of a member of the United States Congress, it shall also forward a certificate of election to the clerk of the United States Senate or House of Representatives, as appropriate.</u>	D	10/29/19	
24.2-680	The names of members elected to the General Assembly shall be certified by the State Board to the clerk of the House of Delegates or Senate, as appropriate.	B	10/29/19	
24.2-680	The names of the persons elected Governor, Lieutenant Governor, and Attorney General shall be certified by the State Board to the clerks of the House of Delegates and Senate.	B	10/29/19	

24.2-680	<u>The name of any officer shared by more than one county or city, or any combination thereof, shall be certified by the State Board to the clerk of the circuit court having jurisdiction in each affected county or city.</u>	B	10/29/19	
24.2-680	<u>The names of the persons elected to soil and water conservation districts shall be certified by the State Board to the Director of the Department of Conservation and Recreation.</u>	B	10/29/19	
24.2-701	<u>Electronic absentee ballot applications shall be in a form approved by the State Board.</u>	B	10/29/19	
24.2-701	B. <u>The State Board of Elections shall provide instructions to the electoral boards for the handling and counting of such provisional ballots pursuant to subsection B of § 24.2-653 and this section.</u>	B	10/29/19	Board approved Procedures on 4/26/05
24.2-701.1	The State Board shall provide instructions to the general registrar for the handling and counting of such provisional ballots pursuant to subsection B of § <u>24.2-653</u> and this section.	B	10/29/19	
24.2-701.2	C. <u>The State Board shall provide instructions to the local electoral boards and general registrars to assist the localities in complying with the requirements of the acts.</u>	D	6/21/2021	
24.2-701.2	F. If an emergency makes a voter satellite office unusable or inaccessible, the electoral board or the general registrar <u>shall provide an alternative voter satellite office, subject to the approval of the State Board, and shall give notice of the change in the location of the voter satellite office</u>	D	6/21/2021	
24.2-703	The general registrar shall retain the application and process the applicant's request for <u>an absentee ballot for each election in accordance with procedures established by the State Board. The applicant shall specify by party designation the primary ballots he is requesting.</u>	D	10/29/19	
24.2-703.1	A. Any registered voter shall be eligible to file a special application to receive absentee ballots for all elections in which he is eligible to vote. <u>Such application shall be on a form approved by the State Board. The absentee ballots sent to a voter on the permanent absentee voter list shall be sent to the address in the voter's registration record, except as provided in subdivision C 1.</u>	B	6/21/2021	

24.2-703.1	B. In accordance with procedures established by the State Board , the general registrar shall retain the application, enroll the applicant on a permanent absentee voter list, and process the applicant's request for an absentee ballot for each succeeding election. The applicant shall specify by party designation the primary ballots he is requesting.	D	6/21/2021	
24.2-703.1	C. The State Board shall <u>prescribe the process by which a voter on the permanent absentee voter list may:</u> (1) Request that his absentee ballot for (i) a single election or (ii) a primary election and the following general election be sent to an address other than the address on his voter registration record. (2) Request a primary ballot for a political party other than the one he specified on his application for permanent absentee voter status for a single primary election. (3) Change his political party selection for all succeeding primary elections.	B	6/21/2021	
24.2-703.2	<u>The voter and representative shall complete the form prescribed by the State Board to implement the provisions of this section.</u> The form shall include a statement signed by the voter that he did not receive the ballot or has lost the ballot. Statements on the form shall be subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-704	<u>On receipt of an application from an applicant marked to indicate he will require assistance, the general registrar shall deliver, with the items required by § 24.2-706, the voter assistance form furnished by the State Board pursuant to § 24.2-649.</u>	D	10/29/19	
24.2-706	The State Board of Elections may prescribe by regulation the format of the email address used for transmitting ballots to eligible voters. A general registrar may also use electronic transmission facilities provided by the Federal Voting Assistance Program. The voted ballot shall be returned to the general registrar as otherwise required by this chapter.	B	10/29/19	
24.2-706	2. That the State Board of Elections shall <u>promulgate regulations to implement the provisions of this act to be effective within 60 days of its enactment.</u> Such regulations shall include processes that ensure secure and timely delivery of voter information to contractors and reports of mailed absentee ballots from contractors.	B	6/22/2021	Enactment clause from 2021 Special Session 1.

24.2-709	<u>C. Notwithstanding the provisions of subsection A, any absentee ballot (i) received after the close of the polls on any election day, (ii) received before 5:00 p.m. on the second business day before the State Board meets to ascertain the results of the election pursuant to this title, (iii) requested on or before but not sent by the deadline for making absentee ballots available under § 24.2-612, and (iv) cast by a covered voter, as defined in § 24.2-452, shall be counted pursuant to the procedures set forth in this chapter if the voter is found entitled to vote.</u>	B	6/22/2021	
24.2-709	<u>The electoral board shall prepare an amended certified abstract, which shall include the results of such ballots, and shall deliver such abstract to the State Board by the business day prior to its meeting pursuant to this title, and shall deliver a copy of such abstract to the general registrar to be available for inspection when his office is open for business.</u>	D	10/29/19	
24.2-710	<u>On the day before the election, the general registrar shall (i) make out in triplicate on a form prescribed by the State Board the absentee voter applicant list containing the names of all persons who applied for an absentee ballot through the third day before the election and (ii) by noon on the day before the election, deliver two copies of the list to the electoral board. The general registrar shall make out a supplementary list containing the names of all persons voting absentee in person or applying to vote absentee pursuant to § 24.2-705 for delivery by 5:00 p.m. on the day before the election. <u>The supplementary list shall be deemed part of the absentee voter applicant list and shall be prepared and delivered in accordance with the instructions of the State Board.</u> The general registrar shall maintain one copy of the list in his office for two years as a public record open for inspection upon request during regular office hours.</u>	D	6/22/2021	
24.2-710	Upon request, the State Board shall provide an electronic copy of the absentee voter applicant list to any political party or candidate. Such lists shall be used only for campaign and political purposes. In no event shall any list furnished under this section contain (i) any voter's social security number or any part thereof, (ii) any voter's day and month of birth, or (iii) the residence address of any voter who has provided a post office box address to be used on public lists pursuant to § 24.2-418.	D	10/29/19	

24.2-711	Before the polls open, the officers of election at each precinct shall mark, for each person on the absentee voter applicant list, the letters "AB" (meaning absentee ballot) in the voting record column on the pollbook. The pollbook may be so marked prior to election day by the general registrar, the secretary of the electoral board, or staff under the direction of the general registrar or the secretary, or when the pollbook is produced by the State Board pursuant to § 24.2-404. If the pollbook has been marked prior to election day, before the polls open the officers of election at each precinct shall check the marks for accuracy and make any additions or corrections required.	D	10/29/19	
24.2-711.1	The electoral board of each county and city shall send a written explanation of the reason for rejection of an absentee ballot to the voter whose absentee ballot is rejected within ninety days of the date on which the ballot is rejected. <u>The State Board of Elections shall promulgate instructions to implement the provisions of this section.</u>	D	10/29/19	
24.2-800	B. When there is between any candidate apparently nominated or elected and any candidate apparently defeated a difference of not more than one percent of the total vote cast for the two such candidates <u>as determined by the State Board</u> or the electoral board, the defeated candidate may appeal from the determination of the State Board or the electoral board for a recount of the vote as set forth in this article. When there is between any write-in candidate apparently nominated or elected and any candidate apparently defeated, or between any candidate apparently nominated or elected and any write-in candidate apparently defeated, a difference of not more than five percent of the total vote cast for the two such candidates <u>as determined by the State Board</u> or the electoral board, the defeated candidate may appeal <u>from the determination of the State Board</u> or the electoral board for a recount of the vote as set forth in this article. In an election of electors for the President and Vice President of the United States, the presidential candidate shall represent the vice presidential candidate and slate of electors and be the party to the recount for purposes of this article.	B		

24.2-801.1	Presidential candidates who anticipate the possibility of asking for a recount are encouraged to so <u>notify the State Board</u> by letter as soon as possible after election day.	D	10/29/19	
24.2-801.1	If any presidential candidate is eligible to seek a recount of the results of the election for presidential electors under § 24.2-800 <u>the State Board shall</u> , within 24 hours of the certification of the results, <u>notify the Circuit Court of the City of Richmond and the Supreme Court of Virginia</u> (i) that a recount is possible, (ii) which presidential candidate is eligible to seek a recount, and (iii) of the date the results were certified.	D	10/29/19	
24.2-802	A. The State Board of Elections <u>shall promulgate standards for (i) the proper handling and security of voting systems, ballots, and other materials required for a recount, (ii) accurate counting of votes based upon objective evidence and taking into account the voting system and form of ballots approved for use in the Commonwealth, and (iii) any other matters that will promote a timely and accurate resolution of the recount.</u>	B	6/21/2021	
24.2-802	B. The State Board <u>shall promulgate additional standards and instructions for the conduct of simultaneous recounts of two or more elections in a single election district.</u>	B	2020	
24.2-802.1	B. After the full court is appointed under § 24.2-801 or § 24.2-801.1, it shall call a hearing at which all motions shall be disposed of and the rules of procedure shall be fixed finally. <u>The court shall call for the advice and cooperation of the Department, the State Board, or any local electoral board, as appropriate, and such boards or agency shall have the duty and authority to assist the court.</u> The court shall fix procedures that shall provide for the accurate determination of votes in the election.	D	10/29/19	
24.2-802	C. The State Board <u>shall promulgate additional standards and instructions</u> for the conduct of recounts in elections for any office to which more than one candidate can be elected. Such standards and instructions shall include which candidates apparently nominated or elected are required to be named in the petition for a recount or served a copy of the petition for a recount.	B	7/5/23	
24.2-813	In deciding any contest of a primary election, if the court can determine the candidate who has received a plurality of valid votes in the primary, it shall certify the name of that candidate to the State Board and the proper electoral board or boards.	B	10/29/19	

24.2-813	In deciding any contest of a primary election, if the court can determine the candidate who has received a plurality of valid votes in the primary, <u>it shall certify the name of that candidate to the State Board</u> and the proper electoral board or boards.	B	10/29/19	
24.2-945.2	B. Independent expenditure reports shall be due (i) within 24 hours of the time when the funds were expended or (ii) within 24 hours of the time when materials, as described in subsection A of this section, are published or broadcast to the public, whichever (i) or (ii) first occurs. <u>The reports shall be filed with the State Board if the funds were expended to support or oppose a candidate for statewide office or the General Assembly or with the general registrar of the county or city in which the candidate resides if the funds were expended to support or oppose a candidate for local office.</u>	D	10/29/19	
24.2-945.2	C. Independent expenditure reports required by this section may be filed electronically pursuant to § 24.2-946.1 or in writing <u>on a form developed by the State Board</u> . If the report is filed in writing, the report shall be (i) <u>received by the State Board</u> or the general registrar, as appropriate, within 24 hours of the time when the funds were expended or (ii) <u>transmitted to the State Board</u> or the general registrar, as appropriate, by telephonic transmission to a facsimile device within 24 hours of the time when the funds were expended with an original copy of the report <u>mailed to the State Board</u> or the general registrar, as appropriate, and postmarked within 24 hours of the time when the funds were expended.	D	10/29/19	
24.2-946	A. <u>The State Board shall summarize the provisions of the election laws relating to the Campaign Finance Disclosure Act of 2006 and provide for distribution of this summary and prescribed forms</u> to each candidate, person, or committee on request or upon their first filing with the State Board pursuant to this chapter, whichever occurs first.	D	10/29/19	
24.2-946	B. <u>The Board shall designate the forms required for complying with this chapter</u> which shall be the only such forms used in complying with the provisions of this chapter.	D	10/29/19	

24.2-946	C <u>The Board shall provide, with the summary required by this section, instructions for persons filing reports pursuant to this chapter to assist them in completing the reports. The instructions shall include directions for the reporting of filing fees for any party nomination method.</u>	D	10/29/19	
24.2-946	D. <u>The Board shall provide instructions for candidates who seek election for successive terms in the same office for the filing of reports within each appropriate election cycle for the office and for the aggregation of contributions within each election cycle.</u>	D	10/29/19	
24.2-946	E. <u>The Board shall provide, with the summary required by this section, to each candidate, person, or committee on request or upon their first filing with the State Board pursuant to this chapter, whichever occurs first, a copy of a written explanation prepared by the Attorney General of the provisions of the Act that prohibit the personal use of campaign funds.</u>	D	10/29/19	
24.2-946.1	A. <u>The State Board of Elections shall review or cause to be developed and shall approve standards for the preparation, production, and transmittal by computer or electronic means of the campaign finance reports required by this chapter.</u>	B	10/29/19	
24.2-946.1	A ... <u>The State Board may prescribe the method of execution and certification of ... electronically filed campaign finance reports required by this chapter in the office of the State Board or any local electoral board.</u>	D	10/29/19	
24.2-946.1	A ... <u>The State Board may prescribe ...the procedures for receiving electronically filed campaign finance reports required by this chapter in the office of the State Board or any local electoral board.</u>	D	10/29/19	
24.2-946.1	A ... <u>The State Board may provide campaign finance report-creation software to filers without charge or at a reasonable cost.</u>	D	10/29/19	
24.2-946.1	B. <u>The State Board shall accept any campaign finance report filed by candidates for the General Assembly and statewide office by computer or electronic means in accordance with the standards approved by the Board and using software meeting standards approved by it.</u>	D	10/29/19	

24.2-946.1	B. ... This information <u>shall be made available to the public promptly by the Board through the Internet.</u>	D	10/29/19	
24.2-946.1	C. <u>The State Board of Elections shall develop and implement a centralized system to accept reports from any candidate for local or constitutional office. Such reports shall be filed in accordance with, and using software that meets, standards approved by the State Board.</u>	B	10/29/19	
24.2-946.1	C. ... <u>The State Board shall promptly notify the general registrar of the locality in which a candidate resides and make the information contained in the report available to the general registrar.</u>	D	10/29/19	
24.2-946.1	C. ... In the case of a former candidate who is no longer seeking election but has not yet filed a final report as required by § 24.2-948.4, <u>the State Board shall promptly notify the general registrar of the locality in which he sought office and make the information contained in the report available to such general registrar.</u>	D	10/29/19	
24.2-946.1	D. <u>The State Board shall enter or cause to be entered into a campaign finance database, available to the public through the Internet, the information from required campaign finance reports filed by computer, electronic, or other means by candidates for the General Assembly and statewide office.</u>	D	10/29/19	
24.2-946.1	E. <u>Other campaign finance reports required by this chapter to be filed by a committee with the State Board or a general registrar, or both, may be filed electronically on terms agreed to by the committee and the Board.</u>	D	10/29/19	
24.2-946.2	A ... Upon request from an individual granted protected voter status under the provisions of subsection B of § 24.2-418, <u>the State Board shall replace the individual's residence address in copies of campaign finance reports available to the public with the individual's alternative mailing address found in the Virginia voter registration system.</u>	D	10/29/19	

24.2-946.2	B. The following applies to campaign finance reports filed by candidate campaign committees: 2. <u>The State Board shall file and preserve as part of its records the reports required to be filed with it by this chapter</u> for at least one year after the final report is filed, or through the next general election for the office to which they pertain, whichever is later; or in the case of a candidate who has not filed a final report and seeks election to the same office in a successive election, through the next general election for the office to which they pertain. Thereafter, <u>the State Board shall forward the reports it preserves to The Library of Virginia</u> for preservation under the Virginia Public Records Act (§ 42.1-76 et seq.).	D	10/29/19	
24.2-946.2	C. The following applies to campaign finance reports filed by political committees: 2. <u>The State Board shall file and preserve as part of its records the reports required to be filed with it by this chapter</u> for at least four years after the reporting deadline or one year after the final report is filed. Thereafter, <u>the State Board shall forward the reports it preserves to The Library of Virginia</u> for preservation under the Virginia Public Records Act (§ 42.1-76 et seq.).	D	10/29/19	
24.2-946.3	A. <u>It shall be the duty of the State Board to report any violation of the provisions of this chapter to the appropriate attorney for the Commonwealth. The State Board shall report to the attorney for the Commonwealth of the City of Richmond in the case of reporting requirements for campaign committees for statewide office and to the attorney for the Commonwealth of the county or city of the residence of a candidate for the General Assembly. For political committees, <u>the State Board shall report the violation to the attorney for the Commonwealth of the City of Richmond.</u> If all the officers of a political committee are residents of one county or city as shown on the statement of organization required by this chapter, <u>the State Board shall report violations for that political committee to the attorney for the Commonwealth of that county or city.</u></u>	D	10/29/19	
24.2-946.3	C. In order to fulfill the duty to report violations pursuant to subsections A and B, <u>the Board shall establish and implement a system for receiving, cataloging, and reviewing reports filed pursuant to the provisions of this chapter and for verifying that reports are complete and submitted on time.</u> As part of the system referred to in this subsection, the general registrar for each county and city shall be required, in accordance with instructions provided by the Board , to receive, catalog, and review the reports filed with the general registrar and to verify that the reports are complete and submitted on time.	D	10/29/19	

24.2-946.3	D. The State Board , and the general registrar in accordance with the instructions of the State Board , (i) shall assess and collect the civil penalties provided in Article 8 (§ 24.2-953 et seq.) and (ii) if unable to collect the penalty, shall report the violation to the appropriate attorney for the Commonwealth for enforcement.	D	10/29/19	
24.2-946.3	E. The State Board , or the general registrar in accordance with the instructions of the State Board , shall notify, no later than 21 days after the report due date, any person submitting an incomplete report of the need for additional information. The State Board , or the general registrar in accordance with the instructions of the State Board , may request additional information to correct obvious mathematical errors and to fulfill the requirements for information on the reports.	D	10/29/19	
24.2-946.3	F. Upon notice of a violation of this chapter, the State Board or the general registrar shall within 90 days of the report deadline notify the appropriate attorney for the Commonwealth, who shall initiate civil proceedings to enforce the civil penalties assessed by the State Board or the general registrar as provided herein. Any civil penalties collected pursuant to action by the State Board shall be payable to the State Treasurer for deposit to the general fund, and any civil penalties collected pursuant to action by a general registrar shall be payable to the treasurer of the locality for deposit to its general fund.	B	10/29/19	
24.2-946.3	G. In the case of any political committee that is required to file a statement of organization pursuant to this chapter, the State Board shall be authorized to waive a penalty that has been assessed if the filer demonstrates that there exists good cause to waive the penalty.	B	10/29/19	
24.2-946.3	H. The State Board shall notify the public through its official Internet website of any violation based on the failure to file a required report by a candidate for statewide office or the General Assembly and the identity of the violator.	D	10/29/19	
24.2-946.3	I. The State Board shall determine the schedule of civil penalties required to be followed by its staff and general registrars in assessing penalties under this chapter. No election official or staff may waive or reduce such penalties, except as provided in 24.2-946.4.	B	10/29/19	
24.2-946.4	A. The State Board shall provide instructions to filers for delivery of campaign finance reports within the time periods prescribed by law.	D	10/29/19	

24.2-946.4	B. Notwithstanding any other provision of law, any candidate or treasurer required to file a report pursuant to this chapter shall be entitled to a 72-hour extension of the filing deadline if his spouse, parent, grandparent, child, grandchild, or sibling died within the 72 hours before the deadline. <u>The State Board</u> or the general registrar <u>shall be authorized to grant an extension of the filing deadline</u> for a period not to exceed five days for good cause shown by the filer and found by the Board or registrar sufficient to justify the granting of the extension.	D	10/29/19	
24.2-946.4	E. <u>The State Board</u> shall have authority to extend any deadline applicable to reports required to be filed by computer or electronic means in the event of a failure of the computer or electronic filing system that prevents timely filing. The extension shall not exceed a period of up to five days after restoration of the filing system to operating order.	D	10/29/19	
24.2-946.4	F. <u>The State Board</u> shall have authority also to grant extensions as provided in §§ 24.2-503 and 24.2-948.3.	B	10/29/19	
24.2-946.5	<u>A. The State Board</u> or the general registrar of any county or city <u>may close the file of any candidate campaign committee or political committee required to file with it provided</u> the committee and the Board or registrar cannot locate either the candidate or his campaign treasurer, or in the case of any political committee, the Board or registrar cannot locate the treasurer or custodian of the books of the committee. A candidate campaign committee file shall not be closed if the candidate has filed a report with the Board or registrar for any campaign for any office within the prior five years. A political committee file shall not be closed if the committee has filed a report within the prior five years.	B	10/29/19	
24.2-946.5	B. Once the committee's file has been closed, no more reports will be due and no additional penalties for failure to file will accrue. However, if the whereabouts of the candidate or his campaign treasurer, or in the case of any political committee, the treasurer or custodian of the books of the committee, later becomes known to <u>the Board</u> or registrar, it <u>may reopen the file and send notice to the candidate</u> , or in the case of any political committee, the treasurer or custodian of the books of the committee, requesting that he file the appropriate reports and pay any penalties that were levied before the file was closed by it.	B	10/29/19	

24.2-947.1	B. <u>Candidates for statewide office shall file the statement with the State Board.</u> <u>Candidates for the General Assembly shall file the statement with the State Board</u> and a copy of the statement with the general registrar of the locality of the candidate's residence. <u>Candidates for local or constitutional office shall file the statement with the general registrar and, if the statement indicates that the candidate committee will be filing electronically, a copy with the State Board.</u>	D	10/29/19	
24.2-947.1	D. In the case of any candidate who seeks election for successive terms in the same office, the statement of organization filed by the candidate shall continue in effect for such successive elections, but the <u>candidate shall file notice of any changes in the information provided on the form within 10 days of the change with the State Board,</u> local electoral board, or both, as appropriate.	D	10/29/19	
24.2-947.3	B. In the event of the death, resignation, removal, or change of the treasurer, <u>the candidate shall designate a successor and file the name and address of the successor within 10 days of the change with the State Board,</u> general registrar, or both, as provided in subsection B of 24.2-947.1.	D	10/29/19	
24.2-947.3:1	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any one federal political action committee or out-of-state political committee, <u>the candidate campaign committee shall</u> (i) request the federal political action committees or out-of-state political committee's State Board of Elections registration number from the committee and (ii) <u>verify that number with the State Board.</u>	D	10/29/19	
24.2-947.4	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board</u> and shall include all financial activity of the campaign committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.	D	10/29/19	
24.2-947.4	F. <u>The State Board shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	
24.2-947.5	A. Candidates for statewide office and for the General Assembly shall file the reports required by this article by computer or electronic means in accordance with the standards approved by the State Board .	D	10/29/19	

24.2-947.5	B. Candidates for local or constitutional office in any locality <u>shall file reports required by this article with the State Board by computer or electronic means in accordance with the standards approved by the State Board</u> and shall not be required to file reports with the general registrar of the locality in which the candidate resides. Required to file reports with the general registrar of the locality in which the candidate resides.	D	6/22/2021	
24.2-947.5	E. Any report that may be filed with the State Board by mail shall be (i) received by the State Board by the deadline for filing the report or (ii) transmitted to the State Board by telephonic transmission to a facsimile device by the deadline for filing the report with an original copy of the report mailed to the State Board and postmarked by the deadline for filing the report.	D	10/29/19	
24.2-947.9	B. Except as provided in subsection C, any single contribution of \$5,000 or more for a statewide office, \$1,000 or more for the General Assembly, or \$500 or more for any other office, knowingly received or reported by the candidate or his treasurer on behalf of his candidacy on and after the eleventh day preceding (i) a primary and before the primary date, (ii) a general election and before the general election date, or (iii) any other election in which the individual is a candidate and before the election day, shall be reported in writing as provided in 24.2-947.4 and 24.2-947.5 or electronically pursuant to 24.2-946.1, and the report shall be received by the State Board or general registrar, as appropriate, by 11:59 p.m. on the following day or for a contribution received on a Saturday by 11:59 p.m. on the following Monday.	D	10/29/19	
24.2-947.11	A. Any candidate for a statewide office or the General Assembly shall, not later than January 15, <u>file a report with the State Board</u> of any single contribution in excess of \$1,000, or any combination of contributions with an aggregate value in excess of \$1,000 from a single person, that is knowingly received or reported by the candidate or his treasurer on behalf of his candidacy during the period beginning January 1 and ending on the day immediately before the first day of a regular session of the General Assembly. This report shall be filed as provided in § 24.2-947.5, and <u>the report shall be received by the State Board</u> not later than January 15.	D	7/1/2025	
24.2-948.1	A ... The request for an exemption shall be filed with the general registrar of the county or city where the candidate resides <u>on a form prescribed by the State Board</u> and in accordance with <u>instructions by the State Board</u> for the time for filing and the process for approval by the general registrar.	D	10/29/19	
24.2-948.1	E. A candidate who has a current exemption under the provisions of this section, or who is otherwise exempt from reporting contributions and expenditures under this chapter, <u>may purchase voter lists from the State Board</u> under the provisions of §§ <u>24.2-405</u> and <u>24.2-406</u> with a check drawn on the candidate's personal account.	D	10/29/19	

24.2-948.3	A ... For the purposes of this section, the candidate shall be presumed to have complied with the candidate disclosure reporting requirements unless (i) the State Board or general registrar, whichever is appropriate, <u>has notified the candidate, at least 60 days prior to the applicable deadline for him to file his written statement of qualification</u> set out in § 24.2-503, that he has failed to file a required report or reports and (ii) the candidate fails to file the specified report or reports by the applicable deadline for filing his written statement of qualification.	D	10/29/19	
24.2-948.3	B. <u>The authority of the State Board to grant an extension of the deadline established in § 24.2-503 shall include the authority to grant such extension with respect to the requirements of this section.</u>	B	10/29/19	
24.2-948.5	B. <u>The State Board shall meet publicly to select the campaign committees to be reviewed by a drawing that ensures selection on a random basis.</u>	B	12/05/22	
24.2-948.7	A. If the State Board <u>determines that the complainant knowingly violated his agreement to strict confidentiality, the State Board may assess a civil penalty in an amount not to exceed \$10,000.</u>	B	6/30/26	
24.2-948.7	B. Upon receipt of a complaint or upon its own motion, the State Board <u>shall conduct a preliminary investigation into the specific use of campaign contributions by the candidate.</u>	B	6/30/26	
24.2-948.7	The State Board <u>shall determine, during its preliminary investigation, whether the facts stated in the complaint or that serve as the basis of the State Board's motion taken as true are sufficient to show a violation of § 24.2-948.6. If such facts fail to give rise to such a violation, then the State Board shall dismiss the complaint. If the facts give rise to such a violation, then the State Board shall request that the complainant appear and testify under oath as to the complaint and the allegations therein. If the inquiry was initiated by the State Board's own motion, the State Board may request that witnesses appear and testify under oath as to the allegations raised by the State Board.</u>	B	6/30/26	
24.2-948.7	The State Board <u>shall notify the respondent that a preliminary investigation has commenced within 24 hours of initiating such investigation.</u>	D	6/30/26	
24.2-948.7	If the respondent provides such documentation or such other evidence, the State Board <u>shall review the response and determine whether to proceed with the inquiry.</u>	B	6/30/26	
24.2-948.7	After hearing testimony and reviewing any other evidence provided by the complainant, witnesses, or the respondent, the State Board <u>shall dismiss the complaint if the State Board fails to find by a preponderance of the evidence that such violation has occurred. If the State Board finds otherwise, it shall proceed with the inquiry by calling for a public hearing.</u>	B	6/30/26	
24.2-948.7	If at any point prior to the State Board's call for a public hearing on the matter the respondent pays back to the campaign committee from his personal funds the amount that was allegedly converted to his personal use, the State Board <u>shall dismiss the complaint or motion and end</u>	B	6/30/26	

	the inquiry into the matter.			
24.2-948.7	C. If after such preliminary investigation the State Board <u>determines</u> to proceed with an inquiry into the specific use of campaign contributions by the respondent, the State Board (i) <u>shall immediately notify</u> in writing the complainant and the respondent as to the fact of the inquiry and the allegations against the respondent and (ii) <u>shall schedule</u> one or more hearings on the matter.	B (shall schedule one or more hearings on the matter) D (shall immediately notify in writing)	6/30/26	
24.2-948.7	The State Board <u>may grant</u> the respondent any other rights or privileges not specifically enumerated in this subsection.	B	6/30/26	
24.2-948.7	If at any time the State Board determines that the complaint is without merit, the State Board <u>shall dismiss</u> the complaint, <u>so advise</u> the complainant and the respondent, and <u>take no further</u> action.	B	6/30/26	
24.2-948.7	D. Within 120 days of the Department's transmission of the signed and sworn complaint to the State Board or a motion to begin an inquiry, the State Board <u>may dispose</u> of the matter in one of the following ways:	B	6/30/26	
24.2-948.7	1. If for any reason the State Board <u>dismisses the matter</u> during its preliminary investigation and prior to holding a public hearing on the matter, the State Board <u>shall so advise</u> the complainant and the respondent and take no further action.	B	6/30/26	
24.2-948.7	2. If at any time after the commencement of the initial public hearing on the matter the State Board <u>dismisses the matter</u> , the State Board <u>shall so advise</u> the complainant and the respondent and prepare a written judgment stating the grounds for the dismissal.	B	6/30/26	
24.2-948.7	3. If after a public hearing the State Board <u>determines by a preponderance of the evidence</u> that the respondent has violated the provisions of § 24.2-948.6 but that the violation was not made willfully and knowingly, the State Board <u>may require</u> the respondent to repay an amount not to exceed the amount unlawfully converted to the personal use of the respondent.	B	6/30/26	
24.2-948.7	The State Board <u>may negotiate</u> a payment plan that enables a respondent to repay.	D	6/30/26	
24.2-948.7	The State Board <u>shall prepare</u> a written judgment stating its determination of the matter, its recommended remedy, and reasons therefor.	B	6/30/26	
24.2-948.7	4. If the State Board <u>determines by a preponderance of the evidence</u> that the respondent willfully and knowingly violated any provision of § 24.2-948.6, the State Board <u>shall direct</u> the respondent to repay the amount unlawfully converted to his personal use. The State Board <u>may also assess</u> an additional civil penalty, in an amount not to exceed \$1,000 per itemized expenditure found to be in violation of any provision of § 24.2-948.6 and in no case	B	6/30/26	

	greater than \$10,000.			
24.2-948.7	The State Board may negotiate a payment plan that enables a respondent to pay an appropriate civil penalty.	D	6/30/26	
24.2-948.7	The State Board shall prepare a written judgment stating its determination of the matter, its recommended remedy, and reasons therefor.	B	6/30/26	
24.2-948.7	F. The State Board may, by a vote of four members, make a finding that a complaint is frivolous. Such a finding shall be prima facie evidence of abuse of process by the complainant.	B	6/30/26	
24.2-948.7	The State Board shall prepare a written judgment stating its determination of the matter and reasons therefor.	B	6/30/26	
24.2-948.8	B. The State Board shall, upon receipt, make public any request for an advisory opinion. Before rendering an advisory opinion, the State Board shall accept written comments submitted by any interested party within the 10-day period following the date the request is made public.	B (accept public comment) D (make request public upon receipt)	6/30/26	
24.2-948.8	C. The State Board shall issue a written advisory opinion within 60 days of receipt of the request for an advisory opinion. However, if an advisory opinion is requested by a candidate or his campaign committee during the 60-day period before any election involving the requesting party, the State Board shall render a written advisory opinion relating to such request no later than 20 days after the State Board receives a complete written request.	B	6/30/26	
24.2-949.2	A. Except as provided in subsection B or C, each political action committee that anticipates receiving contributions or making expenditures in excess of \$200 in a calendar year shall file with the State Board a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of \$200 or on which it otherwise becomes subject to the provisions of this chapter. Any change in information previously submitted in a statement of organization shall be reported to the State Board within 10 days following the change.	D	10/29/19	

24.2-949.2	A ... <u>The State Board shall not register or issue a registration number to any political action committee that fails to state pursuant to subdivision 3 that its primary purpose is to influence the outcome of nonfederal elections in Virginia.</u>	D	10/29/19	
24.2-949.2	C. ... The State Board shall be required to provide a link from its Internet website to the federal political action committee's electronically displayed Federal Election Commission campaign finance disclosure reports.	D	10/29/19	
24.2-949.5	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board and shall include all financial activity of the political action committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.</u>	D	10/29/19	

24.2-949.5	G. <u>The State Board shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	
24.2-949.6	A. <u>Political action committees shall file the prescribed campaign finance reports with the State Board in accordance with the applicable provisions of this section.</u>	D	10/29/19	
24.2-949.7	In addition to the quarterly reports required by § 24.2-949.6, political action committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the State Board and shall be filed in writing or electronically in the same manner as the political action committee files its quarterly disclosure reports.</u>	D	10/29/19	
24.2-949.7:1	B. ... <u>Such contribution or expenditure shall be reported electronically pursuant to § 24.2-946.1, and the report shall be received by the State Board by 11:59 p.m. on the following day or, for a contribution received or expenditure made on a Saturday, by 11:59 p.m. on the following Monday.</u>	D	7/5/23	
24.2-949.7:1	C. ... <u>Such contribution or expenditure shall be reported electronically pursuant to § 24.2-946.1, and the report shall be received by the State Board by 11:59 p.m. on the following day or, for a contribution received or expenditure made on a Saturday, by 11:59 p.m. on the following Monday.</u>	D	7/5/23	
24.2-949.8	A. <u>Political action committees required to file reports by this article shall file all statements and campaign finance reports with the State Board.</u>	D	10/29/19	

24.2-949.8	B. <u>A political action committee that is required by this chapter to file reports with the State Board, and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State Board by computer or electronic means in accordance with the standards approved by the State Board until such time as the political action committee files a final report.</u>	D	10/29/19	
24.2-949.8	B. ... <u>Any political action committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State Board, to exempt the committee from the electronic filing requirement for the calendar year.</u>	D	10/29/19	
24.2-949.8	C. For political action committees that are not subject to the provisions of subsection B, any report required to be filed with the State Board shall be deemed to be filed by the deadline for the report if it is mailed and postmarked not later than the deadline for filing the report.	D	10/29/19	
24.2-949.9	A. <u>Any political action committee that, after having filed a statement of organization, disbands or determines it will no longer receive contributions or make expenditures during the calendar year in an aggregate amount exceeding \$200 shall so notify the State Board.</u>	D	10/29/19	
24.2-949.10	A. Out-of-state political committees shall submit a statement of organization on or before the date on which the committee makes contributions of \$10,000 or more in the aggregate in a calendar year to candidate campaign committees or political committees <u>registered with the State Board of Elections.</u>	D	7/1/2025	
24.2-949.10	D. On the same day that an out-of-state political committee <u>submits its statement of organization to the State Board</u> , (i) it shall file a list of each contributor who has contributed to the committee \$2,500 or more in the aggregate between the immediately preceding January 1 and the date on which the statement of organization is filed with the contributor's name, address, occupation, employer, and place of business and the dates and amounts of the contributor's contributions during the period covered by the report; and (ii) it shall file a report of the contributions it has made to candidate campaign committees or political committees registered with the State Board between the immediately preceding January 1 and the date on which the statement of organization is filed.	D	7/2025	

24.2-949.11	B. After the committee has met the requirements of § 24.2-949.10 and upon making any contribution to a candidate campaign committee or political committee registered in Virginia, <u>the committee shall report its contributions and contributors in accordance with subsection C to the State Board of Elections</u> by computer or electronic means as prescribed in § 24.2-946.1.	D	7/1/2025	
24.2-949.12	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any other out-of-state political committee, an out-of-state political committee shall (i) <u>request its State Board of Elections registration number from that other out-of-state political committee</u> and (ii) <u>verify that number with the State Board</u> .	D	7/1/2025	
24.2-949.13	Prior to accepting contributions of \$10,000 or more in the aggregate in any calendar year from any one federal political action committee or out-of-state political committee, a political committee shall (i) <u>request the federal political action committee's or out-of-state political committee's State Board of Elections registration number from the committee</u> and (ii) <u>verify that number with the State Board</u> .	D	7/1/2025	

24.2-950.2	Except as provided in § 24.2-950.1, <u>each political party committee that anticipates receiving contributions or making expenditures in excess of \$200 in a calendar year shall file with the State Board a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of \$200 or on which it otherwise becomes subject to the provisions of this article. <u>Any change in information previously submitted in a statement of organization shall be reported to the State Board within 10 days following the change.</u></u>	D	10/29/19	
24.2-950.4	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board and shall include all financial activity of the political party committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.</u>	D	10/29/19	
24.2-950.4	G. <u>The State Board shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	

24.2-950.7	In addition to the quarterly reports required by § 24.2-950.6, political party committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the State Board and shall be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.</u>	D	10/29/19	
24.2-950.8	A...a political party committee that is required by this chapter to file reports with the State Board , and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, <u>shall file its reports with the State Board by computer or electronic means in accordance with the standards approved by the State Board until such time as the political party committee files a final report.</u>	D	7/1/2025	
24.2-950.8	C. Other political party committees required to file reports by this article shall file all campaign finance reports with the State Board , if filing by electronic means, or with the State Board and the general registrar for its jurisdiction if filing campaign finance reports by nonelectronic means.	D	10/29/19	

24.2-950.9	A. <u>Any political party committee that, after having filed a statement of organization, disbands or determines it will no longer receive contributions or make expenditures during the calendar year in an aggregate amount exceeding \$200 shall so notify the State Board.</u>	D	10/29/19	
24.2-951.1	A. <u>Any referendum committee subject to the provisions of this article shall file with the State Board a statement of organization within 10 days after its organization, or if later, within 10 days after the date on which it has information that causes the committee to anticipate it will receive contributions or make expenditures in excess of the pertinent amounts stated in the definition of referendum committee in § 24.2-945.1. Any change in information previously submitted in a statement of organization shall be reported to the State Board within 10 days following the change.</u>	D	10/29/19	
24.2-951.3	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board and shall include all financial activity of the referendum committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.</u>	D	10/29/19	

24.2-951.3	F. <u>The State Board shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	
24.2-951.4	B. A referendum committee may either (i) file a final report within six months after the referendum is held or (ii) continue as a political action committee more than six months after the referendum is held, provided that the committee <u>submits an amended statement of organization to the State Board redesignating the committee as a political action committee and complies with the requirements for political action committees in Article 4 of this chapter including the reporting schedule set forth in § 24.2-949.6.</u>	D		
24.2-951.6	B. A referendum committee may either (i) file a final report within six months after the referendum is held or (ii) continue as a political action committee more than six months after the referendum is held, provided that the committee <u>submits an amended statement of organization to the State Board redesignating the committee as a political action committee and complies with the requirements for political action committees in Article 4 of this chapter including the reporting schedule set forth in § 24.2-949.6.</u>	D	7/1/2025	
24.2-951.7	In addition to the reports required by §§ <u>24.2-951.4, 24.2-951.5 and 24.2-951.6</u> , referendum committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. <u>The report shall be filed on a "large dollar contribution report" form prescribed by the State Board and shall be filed in writing or electronically in the same manner as the person or committee files its quarterly disclosure reports.</u>	D	10/29/19	
24.2-951.8	A. <u>Referendum committees required to file statements or reports by this article shall file all reports with the State Board.</u>	D	10/29/19	
24.2-951.8	B. A referendum committee that is required by this chapter to <u>file reports with the State Board</u> , and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, <u>shall file its reports with the State Board by computer or electronic means in accordance with the standards approved by the State Board until such time as the referendum committee files a final report or until subject to the provisions of subsection B of § 24.2-951.1.</u>	D	10/29/19	

24.2-951.8	C. <u>Any referendum committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State Board, to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.</u>	D	10/29/19	
24.2-951.9	A. <u>Any referendum committee that disbands after having filed a statement of organization shall so notify the State Board.</u>	D	10/29/19	
24.2-952.1	<u>Each inaugural committee shall file with the State Board a statement of organization within 10 days after its organization. Any change in information previously submitted in a statement of organization shall be reported to the State Board within 10 days following the change.</u>	D	10/29/19	
24.2-952.3	A. <u>The reports required by this article shall be filed on a form prescribed by the State Board and shall include all financial activity of the inaugural committee. All completed forms shall be submitted in typed, printed, or legibly hand printed format or electronically as provided in § 24.2-946.1. Persons submitting the forms shall do so subject to felony penalties for making false statements pursuant to § 24.2-1016.</u>	D	10/29/19	
24.2-952.3	F. <u>The State Board shall provide for a "no activity" report that may be filed for any reporting period in which the filer has no activity to report.</u>	D	10/29/19	
24.2-952.5	<u>In addition to the reports required by § 24.2-952.4, inaugural committees shall report any single contribution or loan of \$10,000 or more received at any time during the calendar year within three business days of receipt of the contribution or loan. 1. The report shall be filed on a "large dollar contribution report" form prescribed by the State Board and shall be filed in writing or electronically in the same manner as the committee files its quarterly disclosure reports.</u>	D	10/29/19	
24.2-952.6	A. <u>Inaugural committees required to file reports by this chapter shall file all campaign finance reports with the State Board.</u>	D	10/29/19	
24.2-952.6	B. <u>An inaugural committee that is required by this chapter to file reports with the State Board, and that accepts contributions or makes expenditures in excess of \$10,000 in any calendar year, or that accepted contributions or made expenditures in excess of \$10,000 in the previous calendar year, shall file its reports with the State Board by computer or electronic means in accordance with the standards approved by the State Board until such time as the committee files a final report.</u>	D	10/29/19	

24.2-952.6	C. <u>Any inaugural committee that has been filing electronically, but does not anticipate accepting contributions or making expenditures in excess of \$10,000 in the upcoming calendar year, may sign a waiver, on a form prescribed by the State Board, to exempt the committee from the electronic filing requirement for the calendar year. Such waiver form shall be submitted and received no later than the date the first report is due covering activity for that calendar year.</u>	D	10/29/19	
24.2-952.7	A. <u>Any inaugural committee that, after having filed a statement of organization, disbands shall so notify the State Board.</u>	D	10/29/19	
24.2-953	D. In the case of a willful violation, the violator shall be guilty of a Class 1 misdemeanor. There shall be a rebuttable presumption that the violation of this chapter was willful if the violation is based on a person's failure to file a report required by this chapter and his failure to file continues for more than 60 days following his actual receipt of written notice of his failure to file sent to him by certified mail, return receipt requested, by the State Board or a general registrar. Such notice shall be sent to the most recent mailing address provided by the candidate or committee.	B	10/29/19	
24.2-953.3	G. <u>The State Board shall notify the public through its official Internet website of a failure to file a complete report by a candidate for statewide office or the General Assembly and the identity of the violator following the date for compliance established pursuant to this section.</u>	D	10/29/19	
24.2-953.4	C. <u>The State Board shall notify the public through its official Internet website of the violation and identity of the violator.</u>	D	10/29/19	

24.2-953.5	C. <u>The State Board of Elections shall institute proceedings pursuant to § 24.2-104 against any committee that fails to comply with the provisions of § 24.2-947.3:1, 24.2-949.2, 24.2-949.10, 24.2-949.11, 24.2-949.12, or 24.2-949.13 and, after notice by the State Board, continues for more than five days to remain noncompliant.</u>	B	10/29/19	
24.2-953.6	A. Any person or committee shall have the right to appeal a civil penalty assessed to it pursuant to this chapter by <u>filing a petition of appeal with the State Board,</u>	D	7/1/2025	
24.2-953.6	A. ...on <u>a form prescribed by the State Board, within the 60 days following its actual receipt of written notice of such penalty.</u>	B	7/1/2025	
24.2-953.6	A. ...The petition shall state the grounds upon which the appeal is being made in addition to <u>any additional information required by the State Board.</u>	B	7/1/2025	

24.2-953.6	B. <u>The appeal shall be adjudicated by the State Board in a public hearing. The State Board shall develop procedures for the conduct of such hearing.</u>	B	7/1/2025	
24.2-953.6	B.... At least 10 days prior to such hearing, <u>the State Board shall send notice by certified mail</u> to any person whose petitions of appeal will be reviewed at such hearing.	D	7/1/2025	
24.2-953.6	C. <u>The State Board shall be authorized to provide relief</u> for good cause shown by the petitioner and found by the Board sufficient to justify the relief requested. Such relief may include forgiveness of all or a portion of an assessed civil penalty, the retroactive extension of a deadline, or other appropriate remedy.	B	7/1/2025	
24.2-953.6	D. For each appeal that it hears, <u>the State Board shall issue a written opinion, which shall include the facts put before the State Board, the State Board's decision, and the State Board's rationale for reaching such decision.</u>	B	7/1/2025	
24.2-953.6	D.... <u>The State Board's opinion shall be published on the Department of Elections website and a copy of the opinion shall be mailed to the petitioner as notice of the State Board's decision</u> not later than 21 days after the conclusion of the appeal hearing.	D	7/1/2025	
24.2-953.6	E. The time for notifying an attorney for the Commonwealth of a violation of this chapter pursuant to subsection F of § 24.2-946.3 shall be tolled from the time the <u>State Board receives a petition of appeal until notification to the petitioner by the State Board of its decision on such petition.</u>	D	7/1/2025	
24.2-955.3	D. <u>The State Board, in a public hearing, shall determine whether to find a violation of this chapter and to assess a civil penalty.</u>	B	10/29/19	
24.2-955.3	D. ... At least 10 days prior to such hearing, <u>the State Board shall send notice by certified mail</u> to persons whose actions will be reviewed at such meeting and may be subject to civil penalty. Notice shall include the time and date of the meeting, an explanation of the violation, and the maximum civil penalty that may be assessed.	D	10/29/19	
24.2-256	4. Any disclosure statement required by this section shall be displayed in a conspicuous manner in a font size proportionate to the size of the advertisement. <u>The State Board of Elections shall promulgate standards for meeting the requirements of this subdivision.</u>	B	7/1/2025	
24.2-956.1	5. Any disclosure statement required by this section shall be displayed in a conspicuous manner in a minimum font size of seven point. <u>The State Board of Elections shall promulgate standards for meeting the requirements of this subdivision.</u>	B	6/22/2021	

24.2-959.1	The person making the telephone call shall disclose the following identifying information: the name of the political committee if the calls are authorized by that committee or an agent of that committee; and in the case of a committee that has filed a statement of organization under Chapter 9.3 (§ 24.2-945 et seq.), the full name of the committee and <u>a registration number provided by the State Board</u> ; or in any other case, the full name and residence address of the individual responsible for the campaign telephone calls.	D	10/29/19	
10.1-528	The expenses of such elections shall be paid by the counties or cities concerned. <u>The State Board of Elections shall publish, or have published within the district, the results of the election.</u>	D	10/29/19	
15.2-705.1	C. The State Board <u>may promulgate regulations for the proper and efficient administration of elections determined by instant runoff voting</u> , including (i) procedures for tabulating votes in rounds, (ii) procedures for determining winners in elections for offices to which only one candidate is being elected and for offices to which more than one candidate is being elected, and (iii) standards for ballots pursuant to § 24.2-613, notwithstanding the provisions of subsection E of that section	B	6/21/2021	
15.2-705.1	D. The State Board <u>may administer or prescribe standards for a voter outreach and public information program for use by any locality conducting instant runoff voting pursuant to this section.</u>	B	6/21/2021	
30-19.9	When a proposed amendment is to be submitted to the people for their approval and ratification pursuant to Article XII, Section 1 of the Constitution of Virginia and § 30-19, <u>the State Board of Elections shall cause to be printed and distributed</u> to the general registrar of each county and city, not less than ninety days prior to the election, copies of an explanation of such amendment to be placed at each registration site in sufficient number to provide a copy to any interested person, and to election officials to be posted at the polling places on the day of the election. <u>The State Board shall post the explanation on its site on the Internet. It also shall cause such explanation to be published</u> by paid advertisement in each daily newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district, once during the week preceding the final day for registration and once during the week preceding the election at which the proposed amendment is to be presented to the people.	D	10/29/19	

30-19.10	Whenever a statewide referendum on a matter other than a constitutional amendment is submitted to the voters by the General Assembly, <u>the State Board of Elections</u> shall cause to be printed and distributed to the general registrar of each county and city, not less than ninety days prior to the election, copies of information about the referendum to be placed at each registration site in sufficient number to provide a copy to any interested person, and to election officials to be posted at the polling places on the day of the election. <u>The State Board of Elections</u> also shall cause the information to be published by paid advertisement in each daily newspaper with an average daily circulation of more than 50,000 in Virginia, and published in Virginia or in a contiguous state or district, once during the week preceding the final day for registration and once during the week preceding the referendum.	D	10/29/19	
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★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Officers of Election Training Revisions

BOARD WORKING PAPERS
John Cronin
Election Services Manager



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STATE BOARD *of* ELECTIONS

Officers of Election Training

BOARD WORKING PAPERS
Sarah Outten
Training and Development Supervisor



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Chris Stolle, Dr. Sally Hudson
From: Sarah Outten, Training and Development Supervisor
Date: June 30, 2026
Re: SBE Policy 2021-002; Officers of Election Training Standards and Materials

Suggested Motion

"I move that the Board approve the Department's training standards and updated 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 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.

Staff review this training annually to ensure that it is compliant with approved legislation and provides a comprehensive overview for all localities. The training department has improved the course content to provide additional details on several topics, including instruction about moving conditions, processing results and return sheets, and packing envelopes and boxes. The course has been divided into two parts for ease of locality use, essentials and precinct leadership. The courses remain interactive through a series of ten lessons and activities that result in a certificate upon completion that can be shared for proof of successful completion and accountability. PDFs continue to be available for those localities that prefer paper copies at in-person training events.

Statutory Authority:

§ 24.2-103 (D)

Attachments and References

- SBE Policy 2021-002 Officers of Election Training Standards
- Online Officers of Election Training Materials and Quizzes (PDF)

Recommendation of Staff

Staff recommends the Board adopt the accompanying materials for officers of election training 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:

STANDARD	CODE REFERENCE
<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.

STANDARD	CODE REFERENCE
<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>



Essentials for Officers of Election

This comprehensive course covers essential information for officers of election. This course is expected to take 45 minutes with a quiz for validation of course completion.

☰ **Elections 101**

☰ **Role of an Officer of Election**

☰ **People Allowed in Polling Places**

☰ **Prohibited Activities in the Polling Place**

☰ **Checking in Voters and Acceptable ID**

☰ **Provisional Ballots and Same Day Registration**

☰ **Accessibility and Etiquette**

☰ **Emergency Planning and Response**

☰ **Election Security**

☰

Elections 101



Election Administration

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 "accurate, fair, open and secure" elections for a county or city. It appoints both the general registrar and officers of election for the locality.
- **General Registrar** - The general registrar is a local official appointed by a county or city electoral board to manage voter registration and oversee election administration.
- **Officers of Election** - Officers of election work in polling locations on Election Day. These are the people voters see and interact with when voting.

While elections are administered locally, two state bodies also provide oversight and regulation:

- State Board of Elections
- Virginia Department of Elections

CONTINUE

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.



Special Elections - Special Elections are held for vacant seats for unexpired terms and to decide the outcome of a referendum. 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 primaries, the two 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.

CONTINUE

Match the term on the left to the definition on the right.



General Registrar

Election to determine a party's candidate for the next General Election.



General Election

Election to fill offices for elections regularly scheduled by law.



Officer of Election

Election for vacant seats or to decide the outcome of a referendum.



Special Election

Group that administers elections and appoints the general registrar and officers of election in the locality.



Primary Election

A local official appointed by the electoral board to manage voter registration and oversee election administration.



Local Electoral Board

People who work in polling locations on Election Day.

SUBMIT



Complete the content above before moving on.

Role of an Officer of Election



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 and qualified voters in Virginia. Ideally they should be a qualified voter in the precinct they are appointed to serve, but this is not required.

Appointments —

Each precinct ideally has an equal number of Republicans and Democrats serving as officers of elections with no more than 1/3 of the officers representing no party.

Terms —

Officers of election are appointed for a term of up to three years beginning 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.

Note: Although officers are nominated by the political parties, the role of an officer of election is

non-partisan. This means you are **not** working for your political party; **you are working for your local general registrar office.**

CONTINUE

Job Duties, Functions, and Roles:

The following are some examples of roles you may have on Election Day.

- 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.
- 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.
- 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; advises a voter on how to insert their ballot into optical scan tabulator and assists voter in interpreting and responding to system error messages.



Curbside Voting Officer- Assists voters who are voting curbside.

Precinct Leadership Roles



Chief- Manages the precinct on Election Day by: delegating tasks and roles to officers, handling non-routine voter situations, maintaining security of the voting room, and communicating with the general registrar's office when necessary.



Assistant Chief- Assists the chief in managing the precinct. The assistant chief should be trained on all chief duties



Provisional Ballot Officer- Processes provisional voters, including same day registrations.



Closer- Assists the chief and assistant chief in closing the precinct.

Job duties and roles may vary by locality. Please consult precinct leadership or the local general registrar office for specific information on your assigned role. Assigned roles may rotate throughout the day as needed in the precinct for relief and cross-training, so it is important to learn and understand all roles in your precinct.

CONTINUE

Comprehension Check!

Answer the question below to test your knowledge.

An officer of election are appointed for a term of up to ____ years.

Type your answer here

SUBMIT



Complete the content above before moving on.

Election Day Overview

Click the tabs to view the information.

PLAN AHEAD

WHAT TO BRING

WHAT TO WEAR

TYPICAL ELECTION
DAY SCHEDULE

You will not be able to leave the polling place during your shift.



PLAN AHEAD

WHAT TO BRING

WHAT TO WEAR

**TYPICAL ELECTION
DAY SCHEDULE**

Bring anything you will need for the day: Food and beverages, medications, and emergency contact information.



PLAN AHEAD

WHAT TO BRING

WHAT TO WEAR

**TYPICAL ELECTION
DAY SCHEDULE**

Wear comfortable clothing and shoes; remember that many people have asthma or allergy conditions, so strong scents should be avoided.



PLAN AHEAD	WHAT TO BRING	WHAT TO WEAR	TYPICAL ELECTION DAY SCHEDULE
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Polls are open from 6 AM until 7 PM unless hours are extended by court order.



Example Timeline of Election Day

Please review the example timeline below of an Election Day.

5 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
- Assist the precinct leadership in setting up 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
- Review emergency procedures with precinct leadership

6AM - 7 PM

Open the polls and conduct the election

At exactly 6 AM, precinct leadership announces, "The polls are officially open."

While the polls are open, officers of election:

- Check in eligible voters
- Ensure delivery of the correct ballot to a voter
- Monitor voting machine and privacy booth areas
- Be aware of persons allowed in the polling place
- Conduct other duties as assigned by your precinct leadership

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."
 - Voters in line at the time the polls close are allowed to vote.

7 PM until...

Secure equipment and ballots

Complete paperwork; pack materials and supplies

- Remind all authorized representatives present that they either need to leave before closing procedures begin or they must stay until the very end
- After all voting is completed, close the pollbooks following local procedures
- Complete and sign forms and paperwork following local instructions
 - Do NOT leave the polling place until all required documents are signed! You may be called back to the general registrar's office if any signatures are missing.
- 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

CONTINUE

Other Resources

Two good sources of information to help you properly fulfill your responsibilities as an Officer of Election are: (Click on the titles below to be directed to the 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-ifs Document](#) - provides step-by-step instructions to take in over 20 different scenarios. These are situations we can anticipate may require exceptions to normal processing of voters on Election Day, such as if a voter has moved since registering, what to do if a voter cannot present a valid photo ID, or a voter is already marked as having voted.

CONTINUE

Comprehension Check!

Answer the question below to test your knowledge.

On Election Day, polling places open at 6am and close at 7pm.

True

False

SUBMIT



Complete the content above before moving on.

People Allowed in Polling Places



Click the box for each item 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.

Election Officials - Election officials include officers of election, members of the State Board of Elections, 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 - Observers include authorized 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 - An authorized representative 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 listed in the *Prohibited Activities* section.



Candidates - Candidates may vote or visit inside the polling place no longer than ten minutes per day per polling place for where they are on the ballot. While in the polling place, candidates may not campaign.



Complete the content above before moving on.

Comprehension Check!

Answer the question below to test your knowledge.

News media must be allowed into a polling place for a reasonable amount of time.



True



False

SUBMIT



Complete the content above before moving on.

Prohibited Activities in the Polling Place



There are restrictions and limitations to conduct in both the area inside the polling place and the prohibited area outside the polling place . Any person who violates 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. This course will define what is not allowed in this area.

CONTINUE

What is Unlawful in the Polling Place *and* 40 Foot Prohibited Area?

- 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**



Allowing neutral observers and authorized representatives to assist voters

It is also unlawful to knowingly possessing a firearm while inside or within 100 feet of the entrance 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 100 feet of the polling place, or a licensed armed security officer whose employment or performance of his duties occurs within 100 feet of the polling place.

CONTINUE

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 include referendum materials 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.

CONTINUE

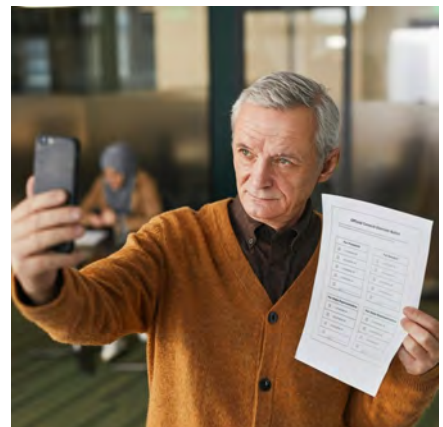
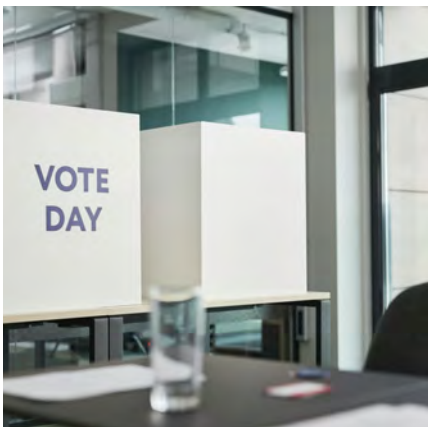
What is Allowed *Outside* the Prohibited Area?

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.

CONTINUE



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 voted 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 those in violation of these provisions to leave the polling place and the prohibited area.

CONTINUE

Comprehension Check!

Sort the flashcards into the correct category: Prohibited Activities or Allowed Activities.

Prohibited Activities

Knowingly possessing a firearm within 100 feet of the polling place entrance

Loitering in the polling place

Campaigning in the polling place and prohibited area

Being in a position to see the marked ballot of any voter in the polling place

Attempting to influence any person casting their vote in the polling place

Delaying voters from entering the polling place

Wearing campaign stickers in the polling place (authorized representatives)

Allowed Activities

Campaigning outside of the prohibited area

Interviewing voters outside the prohibited area

Wearing campaign stickers and buttons in the polling place (voters)

Taking sample ballots into the voting booth (voters)

Filming or photographing inside the polling place for a limited time (media)



Complete the content above before moving on.

Resources

- Dos and Don'ts for Campaigners and Authorized Representatives - This comprehensive document provides further information on what campaigners and authorized representatives can and cannot do in the polling place on Election Day.

Checking in Voters and Acceptable ID



Image by Freepik

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, which serves as an acceptable form of ID.

Purpose of ID:

A voter's ID is used as a means of confirming the identity of the voter. The address on the ID *does not have to match* the address in the pollbook.

For an ID to be Valid:

1

It must be genuinely issued by the agency or issuing entity appearing on the document. ***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.***

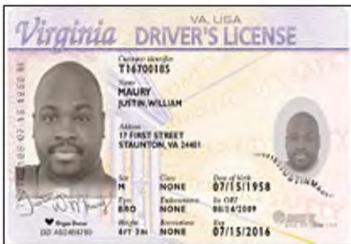
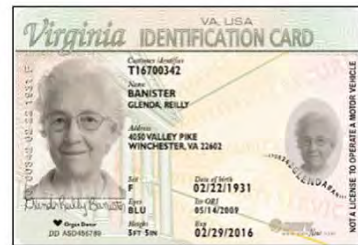
2

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.***

Officers of election should consult precinct leadership if there is a question about whether a document is valid.

CONTINUE

Examples of Acceptable Forms of ID:



(click image to enlarge)

- Virginia DMV-issued photo ID
 - Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
- Virginia DMV-issued drivers' license
 - Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
- 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

For the complete list of acceptable ID, please refer to the list on the [Department of Elections website](#).

CONTINUE

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 follow local procedures and defer to instructions provided by precinct leadership if a provisional ballot is needed.

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

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

A Officer of Election:

Precinct No./Name: _____ Date: _____ O of E Initials: _____

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

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

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016

ELECT-643ID 8/2020



Comprehension Check!

Answer the question below to test your knowledge.

Which of the following IDs can be accepted regardless of expiration date?

School ID

- IDs issued by the DMV
- Employer-issued photo ID

SUBMIT

CONTINUE

Checking in Voters

Please click on each tab to learn more about checking in voters.

CONFIRM VOTER'S IDENTITY	CONFIRM VOTER INFORMATION IN POLLBOOK	INCORRECT RESIDENCE ADDRESS
<p>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. Defer to precinct leadership if a voter does not have an ID and refuses to sign the ID Confirmation Statement.</p> <p>Confirm the voter's 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 audibly the full name provided by the voter.</p>		



CONFIRM VOTER'S IDENTITY

CONFIRM VOTER INFORMATION IN POLLBOOK

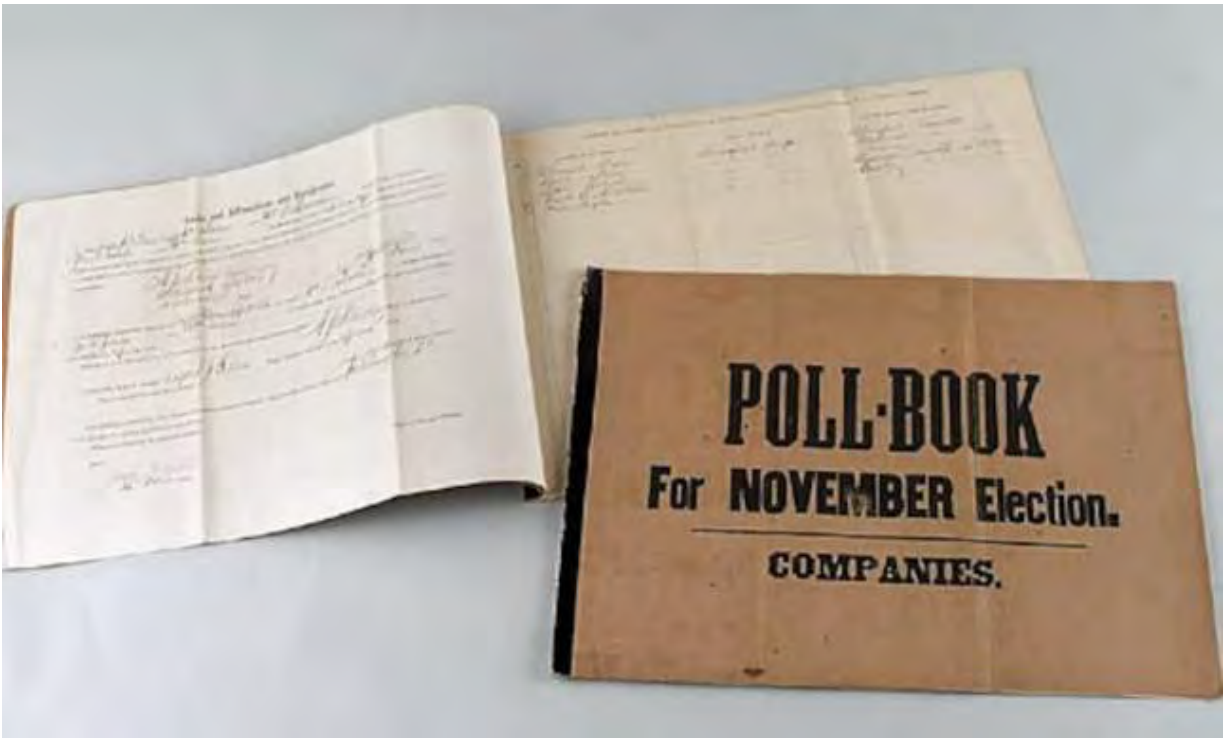
INCORRECT RESIDENCE ADDRESS

Locate the voter's name in the pollbook. The voter's name is considered a match if the stated name and ID matches the pollbook. Variations of first names are acceptable (e.g. Fred for Frederick).

If the stated name and address match the pollbook AND the voter is eligible according to the pollbook, proceed to check the voter in and issue them a ballot.

Once a voter has been provided a ballot, they must remain in the polling place until they have finished voting.

If there is incorrect or missing information on the voter's record in the pollbook, contact your precinct leadership to assist the voter in updating their information.



CONFIRM VOTER'S IDENTITY

**CONFIRM VOTER
INFORMATION IN POLLBOOK**

**INCORRECT RESIDENCE
ADDRESS**

If the current residence address stated by the voter is different from the address in the pollbook, refer to the Movers Rules in the What Ifs guide or contact precinct leadership for assistance.



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.

CONTINUE

Comprehension Check!

Answer the question below to test your knowledge.

Which information should you repeat audibly when checking in a voter?

- Full name only
- Full name and address
- Full name, address, and birth date

SUBMIT



Complete the content above before moving on.

Provisional Ballots and Same Day Registration

What is a Provisional Ballot?

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

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 or put in the voting machine.

The local electoral board reviews each provisional ballot after Election Day to determine if the vote will be counted.

CONTINUE

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 has

passed. Legislation allows for the ability to register at any time, up to and including Election Day.

CONTINUE

Comprehension Check!

Test your knowledge by answering this comprehension question.

Provisional ballots are never mixed in with regular ballots.

- True
- False

SUBMIT

Accessibility and Etiquette



Legal Requirements for Voting Equipment

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. Virginia law specifically includes the blind and visually impaired. All citizens of voting age are considered mentally competent unless a court has declared them to lack the capacity to understand the act of voting.

Providing 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 using the ELECT-649 form pictured below. The voter may designate an officer of election or some other person 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 Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Fill out this form if you will need help completing your ballot in person.

Do you need help?	<ul style="list-style-type: none"> • Yes, I will need help. – Complete this form and return it. • No, I do not need help. – This form is not needed. You do not need to return it.
--------------------------	--

Voter (I will have help completing my ballot)

Voter's Name:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 50%; border-bottom: 1px solid black;">First Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Middle Name</td> <td style="border-bottom: 1px solid black;">Suffix</td> </tr> </table>	Last Name	First Name	Middle Name	Suffix
Last Name	First Name				
Middle Name	Suffix				
Voter's Affirmation:	<ul style="list-style-type: none"> • I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language. • I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions. 				
Voter Sign Here:	<p>X _____ / / _____</p> <p>Voter Signature (or mark) Date</p>				
What if I can't sign my name?	<p><i>*A blind voter is not required to sign or make a mark</i></p> <p><input type="checkbox"/> Check here if voter is unable to sign due to disability or inability to read or write</p>				

Assistant (the person who is helping the voter)

Assistant's Name:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 50%; border-bottom: 1px solid black;">First Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Middle Name</td> <td style="border-bottom: 1px solid black;">Suffix</td> </tr> </table>	Last Name	First Name	Middle Name	Suffix
Last Name	First Name				
Middle Name	Suffix				
Assistant's Address:	<p>Residence Address _____</p> <p>City _____ State _____ Zip Code _____</p>				
Assistant's Affirmation:	<ul style="list-style-type: none"> • I will fill out 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 §§ 24.2-604.4 and 24.2-604.5). • I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind). 				
Assistant Sign Here:	<p>X _____ / / _____</p> <p>Assistant Signature Date</p>				

WARNING: Intentionally making a materially false statement or entry on this form constitutes 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 \$2,500.

Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

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
_____ Signature	_____ Printed Name	_____ Representing
_____ Signature	_____ Printed Name	_____ Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes 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 \$2,500.

Figure 1 - Request for Assistance Form (ELECT-649) (Back)

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 should 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

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.

All officers of election should at least be aware that accessible voting equipment is available. Request the assistance of precinct leadership if you do not know how to operate an accessible voting system.

Do not enter the voting booth to assist the voter unless the form ELECT-649 "Request for Assistance" is completed.



An example of accessible voting equipment; each locality may use a different system that may vary in look and function

CONTINUE

Comprehension Check!

Answer the following question to test your knowledge.

Voters who require assistance in the voting booth can receive it if they complete the _____ form.

- Provisional Ballot
- Affirmation of Eligibility
- ELECT-649

SUBMIT



Complete the content above before moving on.

Click on each tab below to review **polling place setup guidelines**:

PATHWAYS

SIGNS

SEATING

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.



PATHWAYS

SIGNS

SEATING

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



PATHWAYS

SIGNS

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**:

Ask before helping. Do not assume someone needs help just because of a disability. A person with a disability will often indicate when they need help. If they want help, ask *how* before you act.

Be sensitive about physical contact. Some people may depend on their arms for balance. Grabbing them could knock them off balance.

Be considerate of extra time that may be required to communicate or accomplish things.



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.

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 —

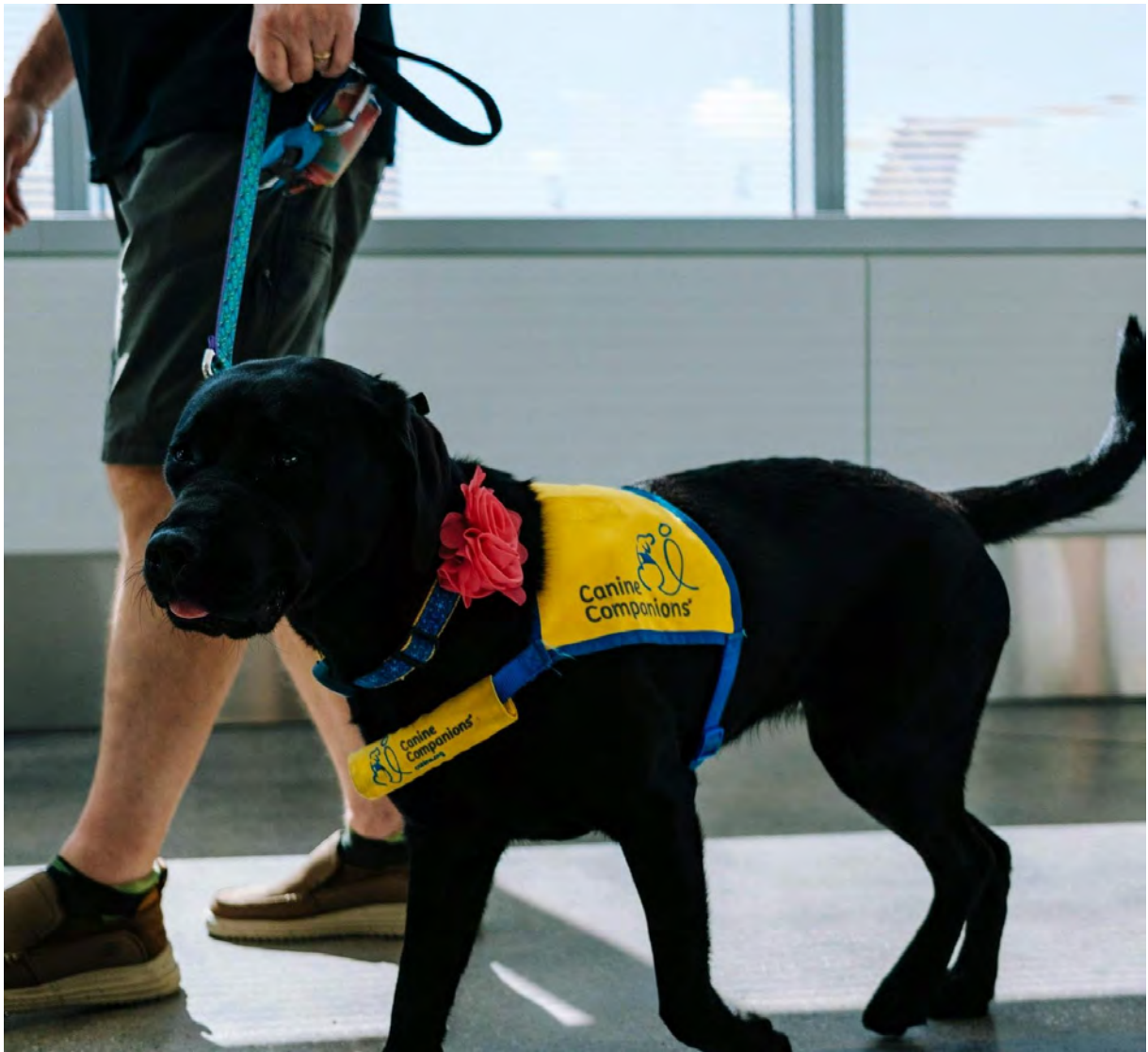
When greeting a person who is blind or has a visual disability, identify yourself. Politely ask if the voter would like assistance in navigating to a voting station. When asked to guide a

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 to explain where you are going.



Service Dogs —

Service dogs are allowed in the polling place regardless of the location's rules on animals. Do not pet, feed, or distract service dogs: they are working. You cannot ask for the dog's certification or a demonstration of what tasks the dog can perform. See *"Service Animals in the Polling Place"* PDF linked below for more information.



People who have Intellectual Disabilities —

Voters with intellectual disabilities are eligible to vote unless they have been adjudicated by a court of law to lack the capacity to understand the act of voting. 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.

For more information on service animals in the polling place, please view the document linked below.

[Service Animals in the Polling Place-One Pager](#)

CONTINUE



Curbside Voting:

Any voter age 65 or older or who has a temporary or permanent 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 should be clearly marked and display instructions on how to alert an officer of election of the voter's request to vote curbside. Officers of election will bring a ballot marking device or paper ballot, depending on the locality.

CONTINUE

Voting Equipment and Ballots

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 ballot marking 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 precinct leadership and general registrar.

CONTINUE



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.

CONTINUE

Comprehension Check!

Answer the following question to test your knowledge.

All registered voters can vote curbside.

True

False

SUBMIT



Complete the content above before moving on.

Emergency Planning and Response



Emergency Planning

Your locality should provide training on emergency preparedness specific to your precinct and local emergency procedures.

In case of emergency, follow instructions given by precinct leadership.

CONTINUE

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 —

Precinct leadership will notify the general registrar's office and proceed to open the polls on time.



Electronic Pollbook Malfunction —

Notify your precinct leadership immediately, and they will contact the general registrar. You may be instructed to use paper pollbooks or issue provisional ballots while backup electronic pollbooks are being delivered.



Optical Scanner Malfunction

Notify precinct leadership immediately, and they will contact the general registrar. Voters will vote on printed ballots that will be placed in a secure container until they can be properly scanned.



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. Notify your precinct leadership of any disorderly conduct if any activities need to be addressed.



Traffic and Parking —

For traffic and parking issues that 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, contact your precinct leadership immediately. Reset your surge protectors and check all power connections. If power fails to the entire facility, precinct leadership will contact the general registrar. You may be instructed to use emergency voting procedures.



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 end of 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.



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.

CONTINUE

You should immediately begin using paper pollbooks when your electronic pollbooks malfunction.

-
- True, any officer of election can decide to begin using paper pollbooks.
 - False, precinct leadership should always be contacted for further instruction.

SUBMIT

Scenario: The Chief Officer of Election has not arrived by 5:15am. What should you do?

- Call the general registrar immediately.
- Call the general registrar at 5:30am.
- Nothing. The assistant chief will handle it.

SUBMIT



Complete the content above before moving on.

Election Security



In your role as an election officer, you will have access to physical and digital records containing personal information (PII) about voters, as well as sensitive information about elections.

You are responsible for protecting personal and sensitive election information from unauthorized view or access. The law requires that you take precautions when collecting, maintaining, and disposing of personal and sensitive information.

Protecting Voter Privacy and Election Security is Critical

You are helping to:



1 Protect the rights and freedoms of Commonwealth citizens and voters

2

Limit the targeting of citizens/voters with potential disinformation related to elections

3

Preserve the trust of citizens/voters of the Commonwealth in the State's electoral process

Personal Information

Personal information is information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked directly or indirectly with a particular individual or household.

Examples of personal information include:

1

Identifiers such as internet protocol (IP) address, email address, home address, contact information, account name, social security number, driver's license number, passport number, or other similar identifiers

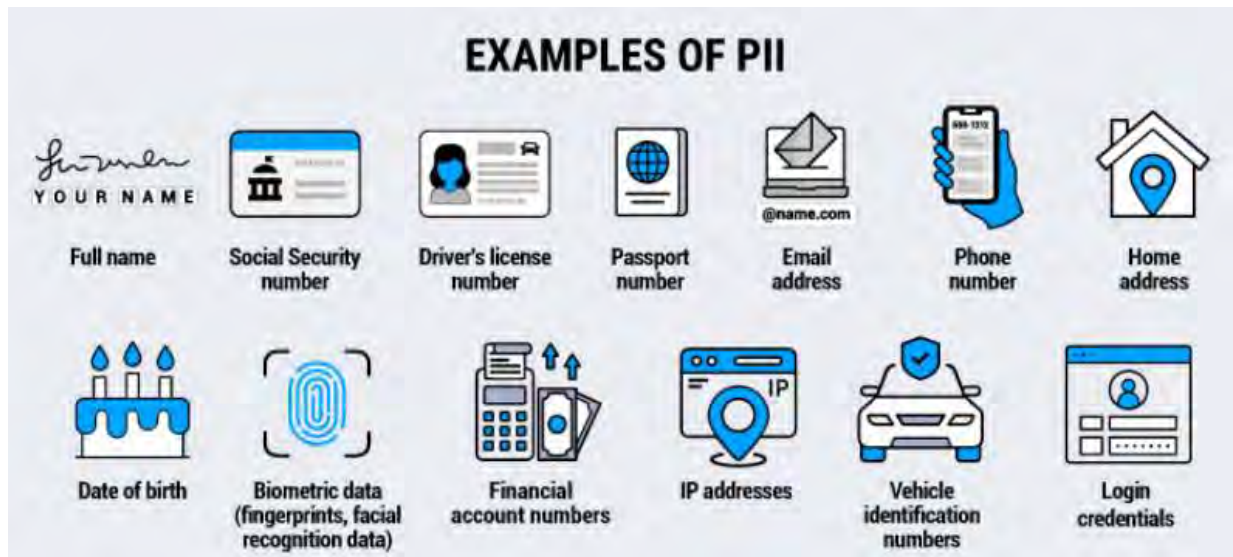
2

Information contained in voter registration forms, applications for absentee ballots

3

Voter registration or participation history (not including information that is lawfully obtained from publicly available information)

The graphic below illustrates some personal information that could be considered Personally Identifiable Information (PII).



CONTINUE

Comprehension Check!

Answer the following question to test your knowledge.

Which of the following is not considered PII (Personally Identifiable Information)?

Date of birth

Social security number

Driver's license number

First name

SUBMIT



Complete the content above before moving on.

Limit Contact with Personal Data (click on each card below)



Do not collect personal data without authorization.



Only access, view, and interact with personal information when you are instructed to do so.



Do not share or distribute information to others unless they have an official need-to-know.

How to Keep Private Information Secure

Any records or documents containing personal information or data (in electronic or physical form) must be:

- Protected from unauthorized access
- Stored in a secure place at all times

- Used only for official purposes

CONTINUE

Chain of Custody

Chain of custody is a documentation process that provides a historical record of the movement of property such as voting machines, electronic pollbooks, and ballots.

Your precinct leadership may involve you in the documentation process; follow their instructions on how to track custody if your assistance is needed.

Course Completion and Quiz

This marks the conclusion of this Essentials for Officers of Election course.

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.

[Essentials for Officers of Election Completion Quiz](#)



OOE for Precinct Leadership

This course is expected to take 45 minutes. A passing score of 80% is required to successfully complete this course.

- ☰ Introduction to Precinct Leadership
- ☰ Chief Duties
- ☰ Supervising the Precinct
- ☰ Provisional Ballots
- ☰ Same Day Registration
- ☰ Moving Conditions
- ☰ Accessibility and Etiquette
- ☰ Emergency Preparedness
- ☰ Election Security
- ☰ Course Completion and Training Quiz

Introduction to Precinct Leadership



Welcome to this Officers of Election training for Precinct Leadership. While the course is written primarily for the chief and assistant chief, precinct leadership may also include a provisional ballot officer, curbside voting officer, and closer. Regardless of the specific roles in your locality, it is important for all of precinct leadership to be able to fill the responsibilities and requirements for all roles in case of an unexpected absence or emergency.

This course will cover:

- Chief Duties
- Supervising the Precinct

- Provisional Ballots
- Same Day Registration
- Moving Conditions
- Accessibility and Etiquette
- Emergency Preparedness
- Election Security

Let's get started!

CONTINUE

Chief Duties

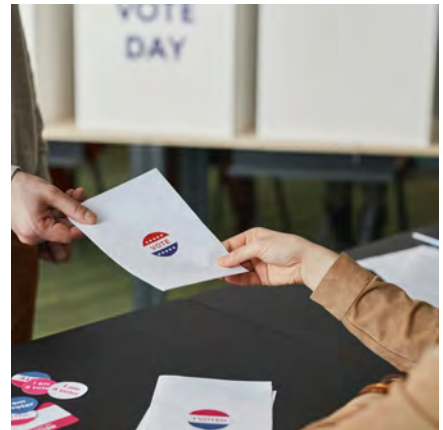


The chief and assistant chief play an important role on Election Day in ensuring everything runs smoothly within the precinct. Read below to learn more about duties the chief and assistant chief must perform.

Before Election Day:

The work of the chief and assistant chief officers of election begins before Election Day. Depending on your locality, you may be required to:

- Get supplies the day before the election and verify everything is there.
- Verify ballots the day before Election Day.
- Contact precinct location owners/contacts to arrange building access, alarms, and contact information for assistance if needed. Locations may include schools, churches, and more.



CONTINUE

Before the Polls Open

Once the chief and assistant chief arrive at the polling place in the morning on Election Day, they have several important duties to perform:

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



CONTINUE

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

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.



LINES

CHECK NUMBERS

**PROVISIONAL
BALLOT COUNT**

CLOSING THE POLLS

Keep track of the total number of provisional ballots cast while the polls are open.

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. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

What to do during the day

Copy information from the Provisional Vote envelopes below

LINES	CHECK NUMBERS	PROVISIONAL BALLOT COUNT	CLOSING THE POLLS
-------	---------------	-----------------------------	-------------------

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.

Overseeing Your Election Officers

As precinct leadership, it is your responsibility to oversee the work of your election officers. These responsibilities may include the following:

- Delegate duties and tasks to officers and monitor their performance.
- Implement scheduled rotations for election officers every few hours.
- Stagger officer breaks to ensure no more than one or two are on break at once.
- Match officers to duties that align with their skill sets and experience levels.
- Designate your highest-performing or most experienced officers to manage e-pollbooks and other essential duties during high-traffic periods.
- Distribute closing duties ahead of the evening rush to ensure officers are fully aware of expectations.
- Support your officers of election in processing all routine voters so precinct leadership can handle non-routine voters.

CONTINUE

After the Polls Close

Closing Activities



Click the arrows to view what activities need to be completed once polls are closed.

Step 1

Announce polls closing



Announce at 6:45pm that the polls will close in 15 minutes. Announce exactly at 7:00pm that the polls are closed.

Step 2

Mark the end of the line.



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

Step 3

Authorized Representatives



Remind all authorized representatives present that they either need to leave before closing procedures begin or they must stay until the very end.

Step 4

Start of Results



After the last person has voted and departed, begin the process of obtaining the results.

Step 5

Closing Tapes



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.

Step 6

Electronic Pollbook



Close each electronic pollbook per your locality's procedures.

Step 7

Results

STATEMENT OF RESULTS -- A (original)		BALLOTS
Precinct: 100 SAMPLE		#2 BILIE POLICH Fairfax County - General Election
5 Standard Ballots Issued		
Number of ballots received in gray cart before election day	500	
Number of ballots received from Rover on election day (write 0)	+ —	
Total number of ballots issued	= 500	
6 Standard Ballots Used and Unused		
Total Standard Ballot Sheets from all OS200 Ballot Status Accounting Report(s)	100	
Number of hand-counted ballots (write 0)	+ 0	
Number of spoiled ballots in #1 envelope	+ 4	
Number of voided ballots in #1 envelope	+ 1	
Number of provisional ballots in #1A and #1B envelopes	+ 8	
Number of unopened ballot packs, multiplied by 100 (e.g. 1 unopened pack x 100 = 100)	+ 300	
Number of unused ballots remaining in the last pack(s) you opened	+ 87	
Total number of ballots used and unused	= 500	
7 Other Ballots		
Total ExpressVote Cards from all OS200 Ballot Status Accounting Report(s)	9	
Number of surrendered absentee ballots in #1 envelope	5	
Number of absentee ballot envelopes collected from drop box	12	
Please check the box and explain if any of the following are true.		
<input type="checkbox"/> There were more or less than 100 ballots in one or more of the packs (write details below)		
<input type="checkbox"/> ExpressVote cards were spoiled, voided, or used for provisional voters (write details below)		
8 Collect signatures to certify		
We hereby certify that the two copies of the Statement of Results are a complete record of this election and all information entered here is true and correct.		
1 Chief	Name: Mae Jenkinson	X Mae Jenkinson
2 Asst. Chief	Name: Thomas Edison	X Thomas Edison
3 ED	Name: Collector Officer	X Collector Officer
4 ED	Name: Collector Officer	X Collector Officer
5 ED	Name: Eileen Collins	X Eileen Collins
6 ED	Name: Jessica Metz	X Jessica Metz
7 ED	Name: James Watson	X James Watson
8 ED	Name: Rachel Carson	X Rachel Carson
9 ED	Name: Barbara McClintock	X Barbara McClintock
10 ED	Name:	X
11 ED	Name:	X

Supervise obtaining the results.

Step 8

Packing Materials

Empty the ballot box. Supervise the packing, securing, and sealing of all materials and equipment.

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.

CONTINUE



Packing Envelopes and Boxes

- Follow instructions from your general registrar or the Election Day Guide to check off each envelope or box as it is packed, sealed, and signed. **Each** envelope/box has specific requirements for sealing. Refer to

the Election Day Guide or resources from your locality on the packing and sealing of all envelopes and boxes.

- Don't forget to print copies of the closing tapes before the machines are shut down (the number of copies required may vary by locality; follow your general registrar's instructions).
- Supervise and delegate tasks to your officers to ensure all election materials are properly stored and removed from the polling location.

CONTINUE

Comprehension Check!

Answer the following questions to test your knowledge.

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

- True
- False

SUBMIT

Which of the following are actions a chief or 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 voters 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



Complete the content above before moving on.

Supervising the Precinct



Groups of People Allowed in the Polling Place

Click the box for each item 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. Even voters are subject to restrictions. For example, voters are not allowed to campaign, disrupt the polling place, or hinder the election.

Election Officials - Election officials include officers of election, members of the State Board of Elections, 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 - Observers include authorized 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 - An authorized representative 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 - Candidates may vote or visit inside the polling place no longer than ten minutes per day per polling place for where they are on the ballot. While in the polling place, candidates may not campaign (§24.2-604(E)).

Click continue to view prohibited activities in the polling place.

CONTINUE



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.

It is the role of the chief and assistant chief to determine whether someone needs to be removed and to call law enforcement when necessary. If law enforcement is involved, notify the general registrar immediately.



What is the Prohibited Area?

The Prohibited Area is defined as the area within 40 feet of any polling place entrance. This course will define what is not allowed in this area.

CONTINUE

What is Unlawful in the Polling Place *and* the 40 Foot Prohibited Area?

- 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**
- Allowing neutral observers and authorized representatives to assist voters**

It is also unlawful to knowingly possessing a firearm while inside or within 100 feet of the entrance 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 100 feet of the polling place, or a licensed armed security officer whose employment or performance of his duties occurs within 100 feet of the polling place.

CONTINUE

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 include referendum materials 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.

CONTINUE

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 voted 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.

CONTINUE

Comprehension Check!

Sort the flashcards into the correct category: Prohibited Activities or Allowed Activities.

Prohibited Activities

Knowingly possessing a firearm within 100 feet of the polling place entrance

Loitering in the polling place

Campaigning in the polling place and prohibited area

Being in a position to see the marked ballot of any voter in the polling place

Attempting to influence any person casting their vote in the polling place

Delaying voters from entering the polling place

Wearing campaign stickers in the polling place (authorized representatives)

Allowed Activities

Campaigning outside of the prohibited area

Interviewing voters outside the prohibited area

Wearing campaign stickers and buttons in the polling place (voters)

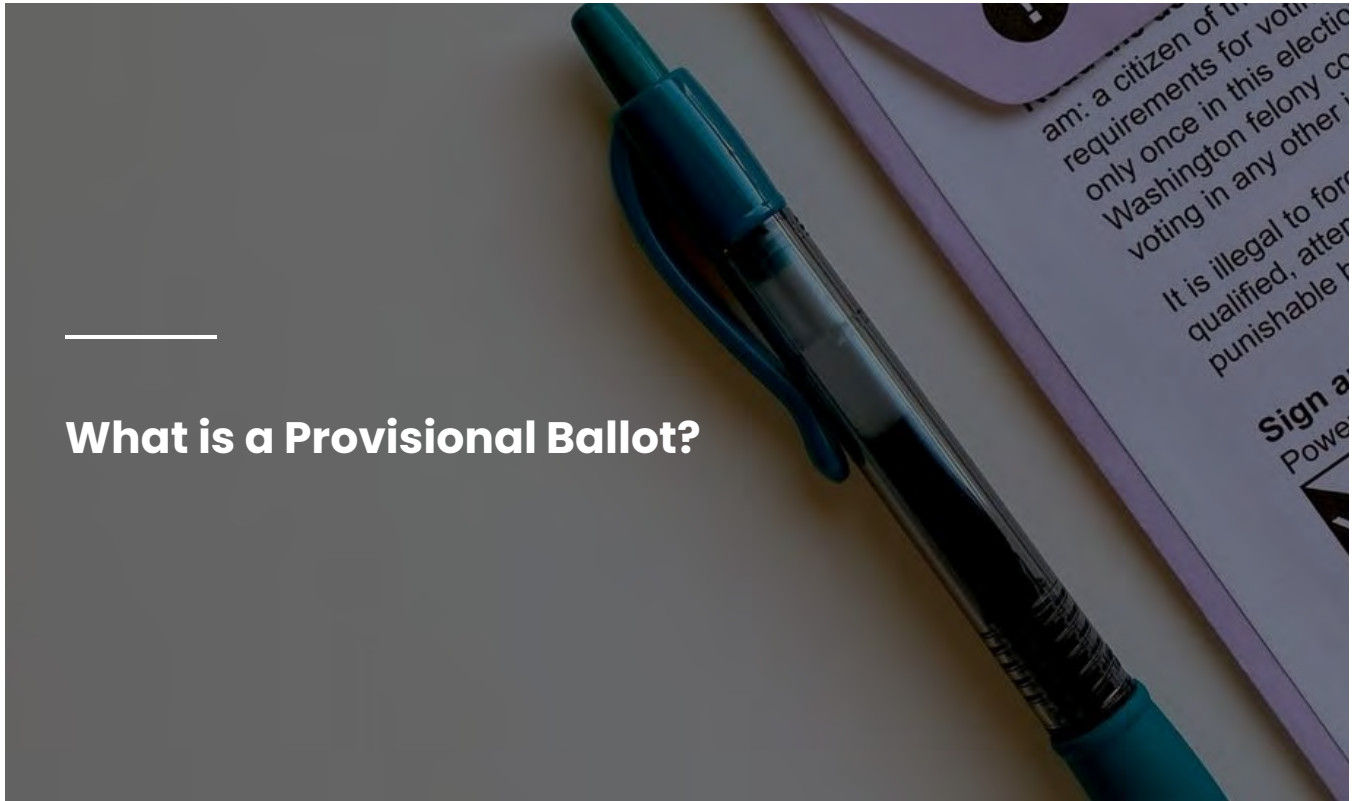
Taking sample ballots into the voting booth (voters)

Filming or photographing inside the polling place for a limited time (media)



Complete the content above before moving on.

Provisional Ballots



What is a Provisional Ballot?

Federal and state laws require polling locations to provide provisional ballots on Election Day to ensure that eligible Virginians have an opportunity to cast a vote. Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. The local electoral board reviews each provisional ballot during its canvass of votes cast to determine if the vote will be counted.

Provisional ballots are handled separately from normally cast ballots. An individual-completed provisional ballot is sealed in a specific green envelope 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 or put in the voting machine.

The provisional ballot envelope is two-sided with **Same Day Registration (SDR)** on one side and **Provisional Ballot- All Other Provisional Reasons** on the other side. This section will refer to the Provisional Ballot- All Other Provisional Reasons (as pictured below). Some may also refer to this side as the NON-SDR side of the provisional envelope.

Provisional Ballot - All other provisional reasons

Precinct # _____

Voter is on this precinct's pollbook

Primary elections—Party ballot D R

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 (MM/DD/YYYY) ____ / ____ / ____

3 * Social Security Number _____ - _____ - _____
Last 4 digits required
 Providing your full Social Security number may help determine 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 (MM/DD/YYYY) ____ / ____ / ____

5 Email _____ Phone _____ - _____ - _____

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.

*** Signature** _____ **Today's date** ____ / ____ / ____
 (MM/DD/YYYY)

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 Use

Select a Reason
 #3 Voting after hours due to court order
 #4 Vote by mail - no ballot to surrender
 #5 Shown on pollbook as already voted
 #6 Other _____
 #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments _____

Election Officer Signature _____

Staff/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign _____

2. Attach a copy of the identification document.

ELECT-653-English-07/2024

CONTINUE

Provisional Ballots

The provisional ballot envelope requires the issuing election officer to indicate the reason the provisional ballot was issued. The voter completes the required information on the envelope before being given a ballot.

The following would apply to those voting provisionally but **not** as a same day registrant:

- Voting after hours due to court order
- Shown on pollbook as voted
- 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.
- Voter does not have ID and declines to complete the ID Confirmation Statement (also included for same day registrants)

Provisional Ballots and Split Precincts

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.

CONTINUE

Filling in the Provisional Ballot

The section below will walk you through each part of the provisional ballot form, including what a voter should complete, what an election officer should complete, and what is optional.

Provisional Ballot - All other provisional reasons

Precinct # _____

Voter is on this precinct's pollbook

Primary elections—Party ballot D R

Precinct and Primary

The election officer should write the precinct number on the top right hand corner of the page. If this provisional ballot is for a primary election, the appropriate box should be checked.

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 _____ <input type="checkbox"/> None
2	* Date of Birth (MM/DD/YYYY) ____ / ____ / _____
3	* Social Security Number ____ - ____ - _____ Last 4 digits required Providing your full Social Security number may help determine your eligibility to vote.
4	* Residence Address (May <u>not</u> be a P.O. Box) _____ Apt. _____ * City/Town _____ * ZIP Code _____ If address is different than voter registration record, provide the date you moved (MM/DD/YYYY) ____ / ____ / _____
5	Email _____ Phone ____ - ____ - _____

Personal Information

In sections 1-5, the voter fills in personal information. Anything marked with an asterisk is required. Items such as email and phone number are not required but recommended in case the general registrar needs to contact the voter when processing the form.

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.

▶ * Signature **X**

Today's date ____ / ____ / ____
(MM/DD/YYYY)

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.

Statement of Voter

The voter is required to sign and write the date, affirming the information provided is accurate.

Election Officer Use

Select a Reason

- #3 Voting after hours due to court order
- #4 Vote by mail - no ballot to surrender
- #5 Shown on pollbook as already voted
- #6 Other _____
- #7 Voter does not have required ID and declined to complete the ID Confirmation Statement

Comments

Election Officer
Signature

X

Election Officer Use

Complete the election officer box by filling in the appropriate reason for voting a provisional ballot and sign.

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 and check reason code #7.

Staff/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

1. If the voter returns with the proper identification,
check this box and sign _____

2. Attach a copy of the identification document.

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Staff/Electoral Board Use

This box should be left blank as it will be filled out later during canvass.

CONTINUE

Provisional Ballot Process

Once the voter has completed the provisional ballot envelope, follow these steps to ensure proper completion and storage of the provisional voting process.

Step 1

Election Officer checks.



Ensure that the voter has provided all required information (marked with an asterisk).

Step 2

Voter votes on a regular ballot.



Instruct the voter to complete their ballot. The provisional voting area should have a privacy screen for the voter to use. It is important the voter stays here to prevent the ballot from being scanned into the machine.

Step 3

Ballot is placed in the envelope.

Instruct the voter to place the ballot in the provisional envelope, and seal the envelope.

Step 4

Voter is given a provisional voter notice.

*** VIRGINIA ***
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

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 your General Registrar's office at <phone number>.

Election officer:
Give this notice to voters when:

- Their name is not on the poll book
- They voted using Same Day Registration
- They voted after poll closing
- We do not have their absentee ballot
- The poll book shows they have already voted

Reasons you received a provisional ballot

Same Day Registration (or not on pollbook). _____ Shown on pollbook as already voted

Voting after hours due to court order _____ Other: _____

Vote by mail – no ballot to surrender _____ Voter does not have required ID and declined to complete ID Confirmation Statement

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.

Provisional Voter Notice
ELECT-653B Rev 7/2024

*** VIRGINIA ***
DEPARTMENT of ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of Virginia

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.

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 your General Registrar's office at <phone number>.

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
- Nursing home ID if issued by a government facility
- 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.

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 _____

Provisional Voter Notice
ELECT-653B Rev 7/2024

Before the provisional voter leaves the precinct, be sure to give the voter a Provisional Voter Notice. On the provisional voter notice, check the appropriate reason for issuing a provisional ballot.

Step 5

Provisional Ballot Log is completed.

Provisional Ballot Log Place in Envelope 8

GR/Satellite Office: _____

Election Date: _____ Log Date(s): _____

Election Year: _____

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

What to do during the day

Copy information from the Provisional Vote envelopes below

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

After the voter secures a completed ballot in the provisional envelope, clearly copy the information from the provisional envelope onto the Provisional Ballot Log and include reason codes and any notes that may be pertinent.

Step 6

Provisional voting materials are properly stored.

Place the green provisional voter envelope into the designated 1A Envelope. The Precinct Provisional Ballot Log must be placed inside the Envelope #8 so that the registrar can use this information to research the claim made by the person offering the provisional ballot.

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.

CONTINUE

Comprehension Check!

Answer the following questions to test your knowledge.

Can you tell a voter their provisional ballot will count?

- Yes, if you are 100% sure it will be accepted.
- Yes, if the voter refuses to leave until you tell them.

- No, only the local Electoral Board can determine if a provisional ballot will count, and this is done during canvass.
- No, officers of election will decide once the polls close which provisional ballots to count.

SUBMIT

James Smith comes in to vote, but the pollbook shows him as having already voted. He says his son, James Smith, Jr., voted earlier in the day. What should you do?

- Check him in as James Smith, Jr. then let him vote normally.
- Have him complete the provisional ballot process.
- Give him a regular ballot but don't check him in.

SUBMIT



Complete the content above before moving on.

Same Day Registration



What is Same Day Registration?

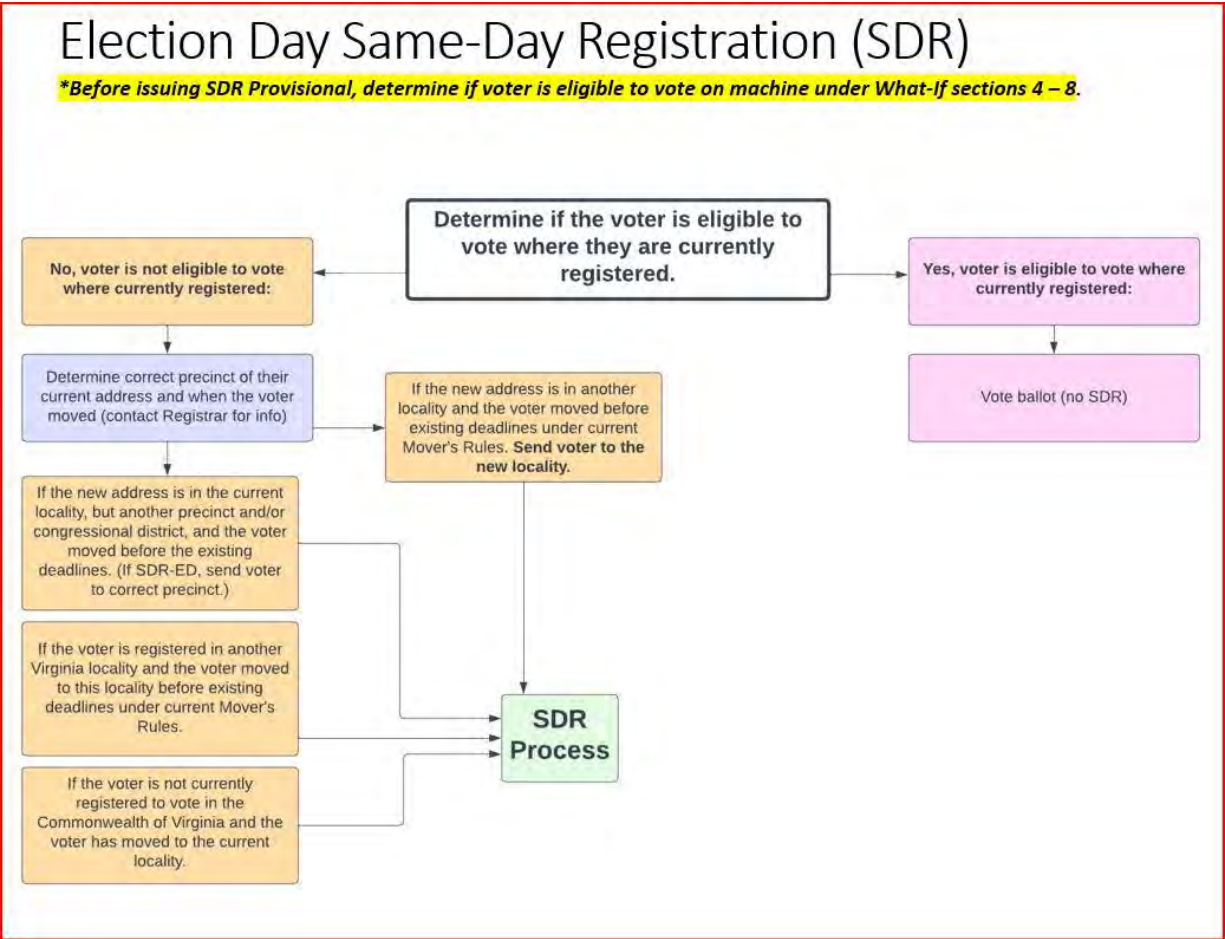
Same Day Voter Registration (SDR) refers to the ability to register to vote in-person and then immediately vote a provisional ballot after the deadline to register and vote a non-provisional ballot has passed. Legislation allows for the ability to register at any time, up to and including Election Day (§ 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?

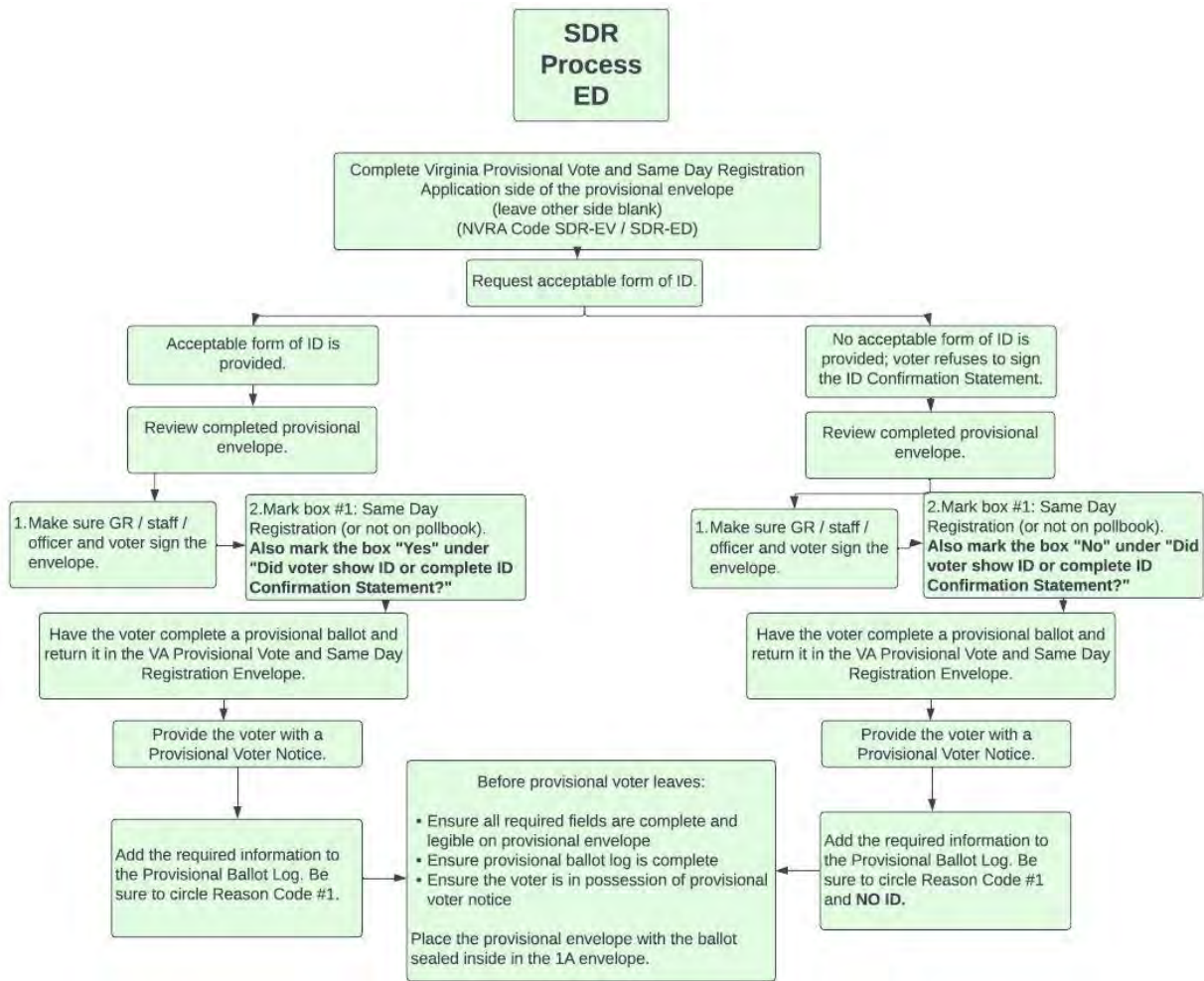
When a voter comes to vote on Election Day, begin by determining if the voter is registered and eligible to vote at the address stated.

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



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.

TWO-SIDED PROVISIONAL ENVELOPE

One side of the Provisional Envelope is for Same Day Registration provisional voters ONLY. The SDR side of the envelope is pictured below and contains a Voter Registration Application.

Same Day Registration Provisional Ballot

Voter resides in this precinct but is not on this precinct's pollbook

SDR

Primary election Precinct # Party ballot

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

1 * Yes No I am a citizen of the United States of America
* Full social security number
* 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 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
Yes No If yes, has your right to vote been restored?

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.
A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. Name of state

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)

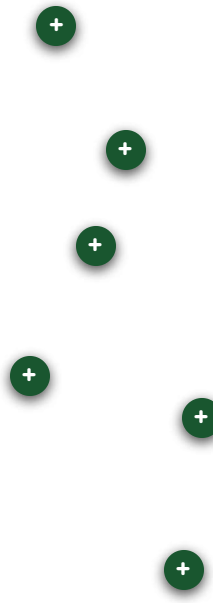
* Signature X Today's date (MM/DD/YYYY)

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

Election Officer Use
* Same Day Registration (not on pollbook)
Time: a.m. p.m.
Yes No Did voter show ID or complete ID Confirmation Statement?
Comments
Election Officer Signature X

Office/Electoral Board Use
Voter ID #
Adjudication Count Do not count
Voter Identification
1. If the voter returns with the proper identification, check this box and sign. X
2. Attach a copy of the identification document.

ELECT-653-English-07/2024



Same Day Registration Provisional Ballot
 Voter resides in this precinct but is **not** on this precinct's pollbook



Primary election Precinct # _____
 Primary ballot

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

1 * Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)

* Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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

Election Officer Use
 #1 Same Day Registration (not on pollbook)
 Time: _____ a.m. p.m. (circle one)
 Yes No Did voter show ID or complete ID Confirmation Statement?
Comments
 Election Officer Signature _____

Office/Electoral Board Use
 Voter ID # _____
 Adjudication Count Do not count
Voter Identification
 1. If the voter returns with the proper identification, check this box and sign _____
 2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Precinct and Primary

Be sure to write your precinct number and mark the appropriate primary election if necessary.

Same Day Registration Provisional Ballot Precinct # _____
Voter resides in this precinct but is **not** on this precinct's pollbook **SDR** Primary elections—Party ballot

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

1 * Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)

* Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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

Election Officer Use <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature <input checked="" type="checkbox"/> _____	Office/Electoral Board Use Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign: <input checked="" type="checkbox"/> _____ 2. Attach a copy of the identification document.
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Required Information

Voters must complete all sections of part 1 and part 2 containing asterisks. Items not containing asterisks (email and phone number) are optional but recommended in case the general registrar has a question about the application.

Same Day Registration Provisional Ballot **SDR** Precinct # _____
 Voter resides in this precinct but is not on this precinct's pollbook Primary elections—Party ballot

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

1 Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)

* Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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

Election Officer Use <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature <input checked="" type="checkbox"/> _____	Office/Electoral Board Use Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign. <input checked="" type="checkbox"/> _____ 2. Attach a copy of the identification document.
--	---



Voting Rights

In Part 3, voters must mark if they have been convicted of a felony or judged mentally incapacitated. If yes, they should also indicate if their voting rights have been restored.

Same Day Registration Provisional Ballot **SDR** Precinct # _____
 Voter resides in this precinct but is not on this precinct's pollbook Primary elections—Party ballot

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

1 * Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 * Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)
 * Signature X Today's date (MM/DD/YYYY) ____/____/____
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature <u>X</u>	Office/Electoral Board Use Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign. <input type="checkbox"/> <input checked="" type="checkbox"/> 2. Attach a copy of the identification document.
---	--



Alternate Mailing Address

There are several instances listed in part 4 in which a voter may need to provide an alternate mailing address.

Same Day Registration Provisional Ballot **SDR** Precinct # _____
 Voter resides in this precinct but is not on this precinct's pollbook Primary elections—Party ballot

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

1 Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

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/have:
 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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)

* Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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

Election Officer Use <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature <input checked="" type="checkbox"/> _____	Office/Electoral Board Use Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign. <input type="checkbox"/> <input checked="" type="checkbox"/> 2. Attach a copy of the identification document.
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Optional Information

If the voter is currently registered to vote in another state, the box in part 5 should be checked and the state should be named. This assists the general registrar in ensuring no voter is registered to vote in two states.

Voters can also mark the box in part 6 if they are interested in being an officer of election.

Same Day Registration Provisional Ballot

SDR

Precinct # _____

Voter resides in this precinct but is not on this precinct's pollbook

Primary elections—Party ballot

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

1 Yes No I am a citizen of the United States of America

* Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.

Yes No If yes, has your right to vote been restored?

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.
- A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. Name of state _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)

* Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____

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

Election Officer Use

#1 Same Day Registration (not on pollbook)

Time: _____ a.m. p.m. (circle one)

Yes No Did voter show ID or complete ID Confirmation Statement?

Comments _____

Election Officer Signature _____

Office/Electoral Board Use

Voter ID # _____

Adjudication Count Do not count

Voter Identification

1. If the voter returns with the proper identification, check this box and sign. _____

2. Attach a copy of the identification document.

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Affirmation

In part 7, voters must sign and date the application. If a voter has a physical disability, the box may be checked in lieu of a signature.

Same Day Registration Provisional Ballot **SDR** Precinct # _____
 Voter resides in this precinct but is not on this precinct's pollbook Primary elections—Party ballot

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

1 Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?


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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)
 * Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____
 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>Election Officer Use</p> <p><input type="checkbox"/> #1 Same Day Registration (not on page) Time: _____ a.m. p.m. </p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement?</p> <p>Comments</p> <p>Election Officer Signature <input checked="" type="checkbox"/> _____</p>	<p>Office/Electoral Board Use</p> <p>Voter ID # _____</p> <p>Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count</p> <p>Voter Identification</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>
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ELECT-653-English-07/2024

Election Officer Use

The election officer assisting the voter should:

1. Check the box marking same day registration.
2. Indicate the time the application was completed.
3. Mark if the voter showed ID or completed an ID confirmation statement or not.
4. Sign on the line.

Same Day Registration Provisional Ballot **SDR** Precinct # _____
 Voter resides in this precinct but is **not** on this precinct's pollbook Primary elections—Party ballot

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

1 Yes No I am a citizen of the United States of America
 * Full social security number _____ SSN never 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 Yes No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.
 Yes No If yes, has your right to vote been restored?

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/have:
 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.
 A current or former state or local election official, their employee, or Commonwealth elector for President or Vice President

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

5 I am currently registered to vote in another state. **Name of state** _____

6 I am interested in being an officer of election (poll worker) on Election Day. 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 other side of envelope for Privacy Act Notice and Warning.)
 * Signature _____ Today's date (MM/DD/YYYY) ____ / ____ / ____
 By checking this box, I affirm both that I am an individual with physical disabilities and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

Election Officer Use <input type="checkbox"/> #1 Same Day Registration (not on pollbook) Time: _____ a.m. p.m. (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No Did voter show ID or complete ID Confirmation Statement? Comments Election Officer Signature <input checked="" type="checkbox"/> _____	Office/Electoral Board Use Voter ID # _____ Adjudication <input type="checkbox"/> Count <input type="checkbox"/> Do not count Voter Identification 1. If the voter returns with the proper identification, check this box and sign. <input checked="" type="checkbox"/> 2. Attach a copy of the identification document.
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ELECT-653-English-07/2024



Office/Electoral Board Use

This box should be left blank and will only be filled out during canvass by the electoral board.

CONTINUE

Provisional Ballot Log

For any provisional ballot that you receive, you should have an account of this voter on the provisional ballot log pictured below.

The precinct's Provisional Ballot Log must be placed inside Envelope #8 so that the registrar can use this information for research purposes. This log will also be used in the days following the election by the electoral board to track the determination of all provisional ballots offered in the locality.

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. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	

What to do during the day

Copy information from the Provisional Vote envelopes below

Provisional Ballot Log

GR/Satellite Office:

Election Date: _____ Log Date(s): _____

Election Type:

Locality:

Place in Envelope 8

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. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	Voting after hours due to court order	
	4	Vote by mail - no ballot to surrender	
	5	Shown on pollbook as already voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter does not have required ID and declined to complete ID confirmation statement	


What to do during the day

Copy information from the Provisional Vote envelopes below

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

Provisional Voter Notice

Every voter who votes using the Same Day Registration side of the provisional envelope should receive a provisional voter notice. Mark "Same Day Registration (or not on pollbook)" as the reason for receiving a provisional ballot.



* VIRGINIA *
DEPARTMENT of ELECTIONS

Provisional Voter Notice
§ 24.2-653, Code of Virginia

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 your General Registrar's office at **<phone number>**.

Reasons you received a provisional ballot

Same Day Registration (or not on pollbook). Shown on pollbook as already voted

Voting after hours due to court order Other: _____


Vote by mail – no ballot to surrender Voter does not have required ID and declined to complete ID Confirmation Statement

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.

Provisional Voter Notice
ELECT-653B Rev 7/2024



* VIRGINIA *
DEPARTMENT of ELECTIONS

PROVISIONAL VOTER NOTICE
§ 24.2-643 and 24.2-653, Code of Virginia

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
- Nursing home ID if issued by a government facility
- 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 your General Registrar's office at **<phone number>**.

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

Provisional Voter Notice
ELECT-653B Rev 7/2024

Comprehension Check!

Answer the following question to test your knowledge.

Who is eligible for Same Day Registration? (Select all that apply)

A voter who has never registered and lives in your precinct

A voter who moved from Kansas and lives in your precinct

A voter who moved across the county and now lives in your precinct

A voter who works in your precinct but does not live there

SUBMIT

Where can a voter complete a Same Day Registration application on Election Day?

General registrar's office

Satellite location (early voting site)

In the precinct where they live

SUBMIT

Which of the following items are required on the SDR side of the provisional envelope?

Full name

Mailing address

Date of birth

Phone number

Residence address

Signature

Interest in becoming an officer of election

SUBMIT



Complete the content above before moving on.

Moving Conditions

Appendix A: “Moving Conditions” Chart

If the voter is already in the Pollbook, ask the voter:

Question #1: Where did you move?

Question #2: When did you move?

How far did voter move? → When did voter move? ↓	Within precinct	Within county/city AND congressional district (but not the same precinct).	To a different county/city OR congressional district (still within Virginia)	Outside of Virginia
	See What-If #5 for more details	See What-If # 6 for more details	See What-If # 7 for more details	See What-If # 8a/8b for more details
On or After November 5, 2025	Voter can vote a regular ballot (Ask voter to complete regular Voter Registration Application to update registration)	Voter can vote in precinct where registered. -OR- Voter may vote provisional using SDR in precinct where they now live.	Voter can vote in precinct where registered. -OR- Voter may vote provisional using SDR in precinct where they now live.	Voter no longer eligible to vote in Virginia (see 8b for possible exception for presidential elections)
From November 9, 2022 through November 4, 2025	Voter can vote a regular ballot (Ask voter to complete regular Voter Registration Application to update registration)	Voter can vote in precinct where registered after signing Affirmation of Eligibility. -OR- Voter may vote provisional using SDR in precinct where they now live.	Voter may vote using SDR in precinct where they now live.	Voter no longer eligible to vote in Virginia (see 8b for possible exception for presidential elections)
On or Before November 8, 2022	Voter can vote routinely (Ask voter to complete regular Voter Registration Application to update registration)	Voter may vote using SDR in precinct where they now live.	Voter may vote using SDR in precinct where they now live.	Voter no longer eligible to vote in Virginia (see 8b for possible exception for presidential elections)

Moving Conditions Chart from What Ifs document

Moving Conditions Chart

The Moving Conditions chart is used to determine a voter's eligibility based on **when** and **where** the voter moved. There are 5 options based on this chart:

- **The voter can vote routinely and complete a Voter Registration Application to update their registration. (GREEN)**
- **The voter can vote regularly in the precinct where they are registered OR vote provisionally using SDR in the precinct where they live. (BLUE)**
- **The voter can vote in the precinct where they are registered after signing the Affirmation of Eligibility OR the voter can vote provisionally using SDR in the precinct where they live. (PINK)**
- **The voter can vote using SDR in the precinct where they now live. (YELLOW)**
- **The voter is not eligible to vote in Virginia (although exceptions may be made in a presidential election). (ORANGE)**

The full What-Ifs document is linked below with more details on these situations and other unique circumstances that may affect a voter on Election Day.

[What-Ifs Document](#)

CONTINUE

Affirmation of Eligibility



AFFIRMATION OF ELIGIBILITY
§§ 24.2-428.2, 24.2-643, and 24.2-652 of the
Code of Virginia

SECTION A – OFFICER OF ELECTION MUST COMPLETE

PLACE FORM IN ENVELOPE #8.

PRECINCT NUMBER/NAME _____ CONG. DIST. _____ DATE _____

OFFICER OF ELECTION NAME: _____

HAVE VOTER READ *AFFIRMATION OF VOTER* BELOW [OR READ *AFFIRMATION TO VOTER*].

HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VOTING.

CHECK THE BOX THAT APPLIES TO THE REASON YOU ARE ISSUING AN AFFIRMATION. IF VOTER HAS NO I.D., AND REFUSES TO COMPLETE THE I.D. CONFIRMATION STATEMENT, THE VOTER MUST COMPLETE A PROVISIONAL BALLOT.

VOTER'S NAME MARKED "INACTIVE" OR WITH "?" ON POLLBOOK . . . AND VOTER'S NAME OR ADDRESS HAS NOT CHANGED.

VOTER'S NAME OMITTED FROM POLLBOOK IN ERROR; REGISTRAR AUTHORIZES OFFICER TO ADD NAME.

SECTION B – VOTER MUST COMPLETE, AFFIRMATION OF VOTER IS REQUIRED

VOTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN.

VOTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.

AFFIRMATION OF VOTER

"I DO HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO §24.2-1016,

THAT I AM A CITIZEN OF THE UNITED STATES;

THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE ____ DAY OF _____, _____);

THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA, OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES;

THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH;

THAT MY FULL NAME IS _____;

THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT;

THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT - **OR** - THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;

IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;

THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;

AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS ELECTION AT ANY OTHER VOTING PLACE."

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

CURRENT RESIDENCE ADDRESS: _____

CITY/TOWN/STATE/ZIP: _____

DATE MOVED TO THIS ADDRESS: MONTH _____ DAY _____ YEAR _____

DAYTIME TELEPHONE NUMBER: _____

PRINTED VOTER NAME: _____ VOTER SIGNATURE: _____

PRIVACY NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a statutory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may be provided to government officials and third parties for election related purposes.

WARNING: MAKING A MATERIALLY FALSE STATEMENT ON THIS FORM CONSTITUTES THE CRIME OF ELECTION FRAUD, WHICH IS PUNISHABLE UNDER VIRGINIA LAW AS A FELONY. VIOLATORS MAY BE SENTENCED TO UP TO 10 YEARS IN PRISON, OR UP TO 12 MONTHS IN JAIL AND/OR FINED UP TO \$2,500.

The Affirmation of Eligibility (pictured above) is used in a few unique situations. Click on the tabs below to review when and how to use this form.

There is a ? next to voter's name or pollbook says "Inactive" or "Marked for address confirmation."

Has the voter moved?

- **If no**, use the Affirmation of Eligibility Form.
1. Officer fills out and initials Section A on the Affirmation of Eligibility form.
 2. Voter fills out and signs Section B – Affirmation of Voter.
 3. Officer makes sure voter signs Section B.
 4. Officer checks voter into the pollbook and indicates in the pollbook that a statement was signed. Depending on how your pollbooks are set up, you might need to enter the Chief's password.
 5. Officer places completed documents in Envelope #8.
 6. Voter casts ballot as normal in precinct.

Voter's name omitted from pollbook in error.

1. Officer fills out and initials Section A on the Affirmation of Eligibility and checks the second box.
2. Voter fills out and signs Section B – Affirmation of Voter.
3. Officer makes sure voter signs Section B.
4. Officer places completed documents in Envelope #8.

5. Voter casts ballot as normal in precinct.

Voter moved to a different precinct within the same county/city AND congressional district.

If the voter moved from November 9, 2022 through November 4, 2025 to a different precinct within the same county/city and congressional district, an Affirmation of Eligibility is needed.

1. Officer fills out and initials Section A on the Affirmation of Eligibility form.
2. Voter fills out and signs Section B – Affirmation of Voter using their new address.
3. Officer checks voter into the pollbook and indicates in the pollbook that a statement or oath was signed.
4. Voter casts ballot as normal in precinct where still registered.
5. Officer places completed documents in Envelope #8.

If there are any questions about if an Affirmation of Eligibility is needed or not needed, be sure to contact your general registrar to confirm.

CONTINUE

Comprehension Check!

Complete the comprehension questions below to test your knowledge.

Match the moving condition to the appropriate response.



Voter in the 2026 General Election moved to North Carolina on January 1, 2026.

Voter can vote a regular ballot. (Ask voter to complete a regular Voter Registration Application to update information)



Voter in the 2026 General Election moved on November 10, 2024 within the county AND congressional district, but not the same precinct.

Voter is no longer eligible to vote in Virginia.



Voter in the 2026 General Election moved on November 9, 2022 to a different county in Virginia.

Voter may vote using SDR in precinct where they live now.



Voter in the 2026 General Election moved within the precinct on November 4, 2025.

Voter can vote in the precinct where registered after signing an Affirmation of Eligibility OR vote using SDR in the precinct where they live now.

SUBMIT



Complete the content above before moving on.

Accessibility and Etiquette



Legal Requirements for Voting Equipment

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. Virginia law specifically includes the blind and visually impaired. All citizens of voting age are considered mentally competent unless a court has declared them to lack the capacity to understand the act of voting.

Providing 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 using the ELECT-649 form pictured below. Please note, no mark is required of a voter who is blind.

The person providing assistance may:

- Be an officer of election or some other person to assist as designated by the voter.
- Assist the voter in the preparation of the ballot in accordance with the voter's instructions.

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.
- Solicit the vote or in any manner attempt to influence the vote.
- Divulge in any manner or indicate, by signs or otherwise, how the voter voted on any office or question.
- Enter the voting booth to assist the voter unless the form ELECT-649 "Request for Assistance" is completed.



Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

Fill out this form if you will need help completing your ballot in person.

Do you need help?	<ul style="list-style-type: none"> • Yes, I will need help. – Complete this form and return it. • No, I do not need help. – This form is not needed. You do not need to return it.
--------------------------	--

Voter (I will have help completing my ballot)

Voter's Name:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 50%; border-bottom: 1px solid black;">First Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Middle Name</td> <td style="border-bottom: 1px solid black;">Suffix</td> </tr> </table>	Last Name	First Name	Middle Name	Suffix
Last Name	First Name				
Middle Name	Suffix				
Voter's Affirmation:	<ul style="list-style-type: none"> • I require assistance completing my ballot because I am blind, have a disability, am unable to read or write, or I need the ballot translated into another language. • I want the person listed in Section B below to enter the voting booth to assist me or to vote my ballot according to my instructions. 				
Voter Sign Here:	<p>X _____ / / _____</p> <p>Voter Signature (or mark) Date</p>				
What if I can't sign my name?	<p><i>*A blind voter is not required to sign or make a mark</i></p> <p><input type="checkbox"/> Check here if voter is unable to sign due to disability or inability to read or write</p>				

Assistant (the person who is helping the voter)

Assistant's Name:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 50%; border-bottom: 1px solid black;">First Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Middle Name</td> <td style="border-bottom: 1px solid black;">Suffix</td> </tr> </table>	Last Name	First Name	Middle Name	Suffix
Last Name	First Name				
Middle Name	Suffix				
Assistant's Address:	<p>Residence Address _____</p> <p>City _____ State _____ Zip Code _____</p>				
Assistant's Affirmation:	<ul style="list-style-type: none"> • I will fill out 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 §§ 24.2-604.4 and 24.2-604.5). • I am not the voter's employer or an agent of that employer, or an officer or agent of the voter's union (Does not apply if voter is blind). 				
Assistant Sign Here:	<p>X _____ / / _____</p> <p>Assistant Signature Date</p>				

WARNING: Intentionally making a materially false statement or entry on this form constitutes 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 \$2,500.

Virginia Request for Assistance – Inside the Polling Place

Authority: § 24.2-649 of the Code of Virginia

If Voter Asks Officer of Elections to Translate Ballot (as Assistant)

See §§ 24.2-649 and 24.2-604(C). Any party or candidate interpreter must sign below before observing.

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
_____ Signature	_____ Printed Name	_____ Representing
_____ Signature	_____ Printed Name	_____ Representing

WARNING: Intentionally making a materially false statement or entry on this form constitutes 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 \$2,500.

Figure 1 – Request for Assistance Form (ELECT-649) (Back)

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 should 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

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.

All officers of election should at least be aware that accessible voting equipment is available. Request the assistance of precinct leadership if you do not know how to operate an accessible voting system.



An example of accessible voting equipment; each locality may use a different system that may vary in look and function

CONTINUE

Click on each tab below to review **polling place setup guidelines**:

PATHWAYS

SIGNS

SEATING

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.



PATHWAYS

SIGNS

SEATING

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



PATHWAYS

SIGNS

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.



Curbside Voting:

Any voter age 65 or older or who has a temporary or permanent 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 should be clearly marked and display instructions on how to alert an officer of election of the voter's request to vote curbside. Officers of election will bring a ballot marking device or paper ballot, depending on the locality.

CONTINUE

Voting Equipment and Ballots

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 ballot marking 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.

The general registrar may give more specific instructions depending on the standards and procedures established in your locality.

CONTINUE

Etiquette



Click on each checkbox below to review general etiquette tips:

Ask before helping. Do not assume someone needs help just because of a disability. A person with a disability will often indicate when they need help. If they want help, ask *how* before you act.



Be sensitive about physical contact. Some people may depend on their arms for balance. Grabbing them could knock them off balance.



Be considerate of extra time that may be required to communicate or accomplish things.



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.



Complete the content above before moving on.

Click on each tab below to review specific etiquette tips regarding various disabilities.

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.



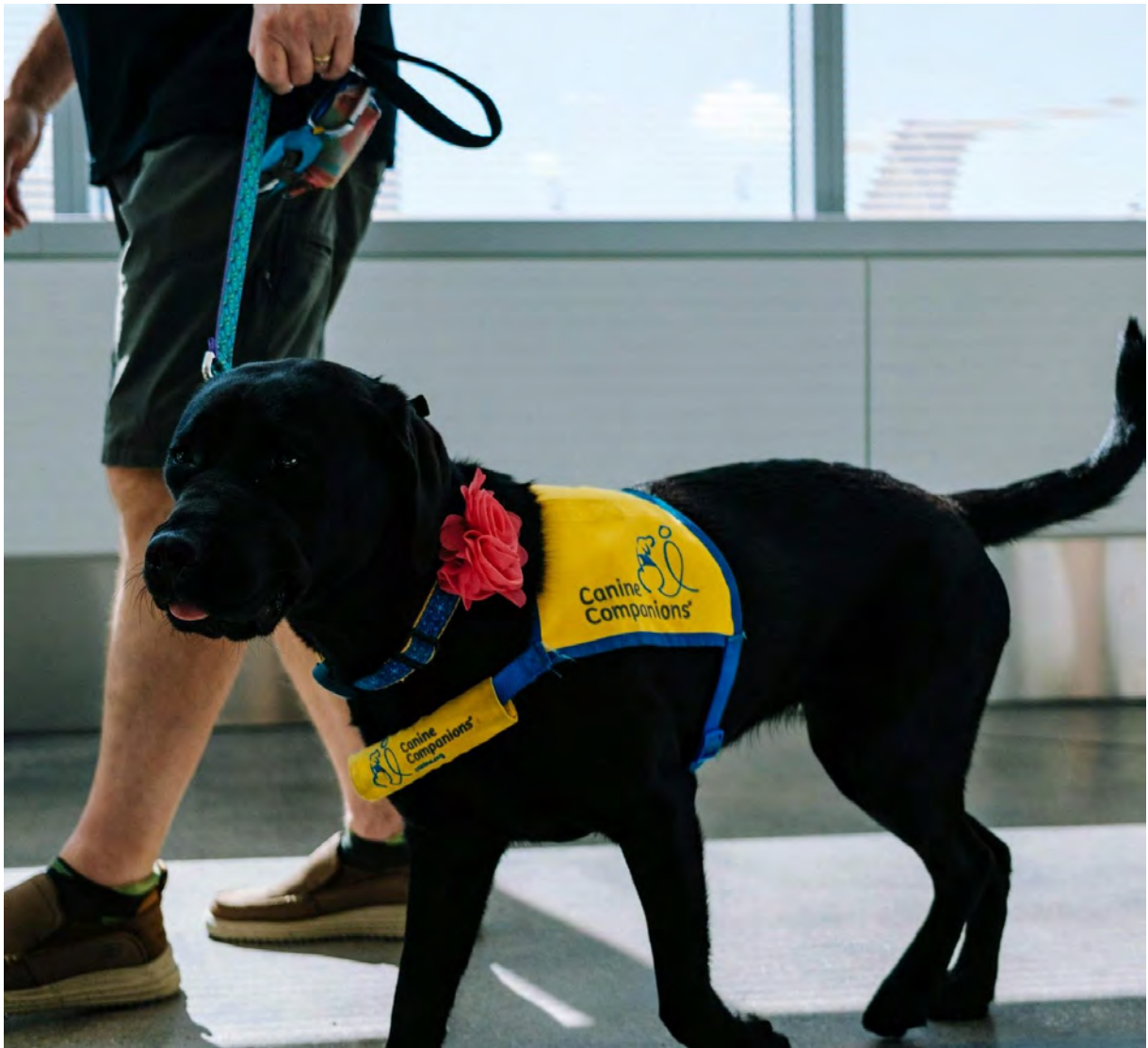
People who are Blind or have a Visual Disability —

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 to explain where you are going.



Service Dogs —

Service dogs are allowed in the polling place regardless of the location's rules on animals. Do not pet, feed, or distract service dogs: they are working. You cannot ask for the dog's certification or a demonstration of what tasks the dog can perform. See *"Service Animals in the Polling Place"* PDF linked below for more information.



People who have Intellectual Disabilities —

Voters with intellectual disabilities are eligible to vote unless they have been adjudicated by a court of law to lack the capacity to understand the act of voting. 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.

For more information on service animals in the polling place, please view the document linked below.

[Service Animals in the Polling Place-One Pager](#)



Complete the content above before moving on.

CONTINUE



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.

CONTINUE

Comprehension Check!

Answer the following question to test your knowledge.

ELECT-649 is not required if an officer of election is assisting a voter in the voting booth.

True



False

SUBMIT



Complete the content above before moving on.

Emergency Preparedness



Before an Emergency

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

EVACUATION PLAN

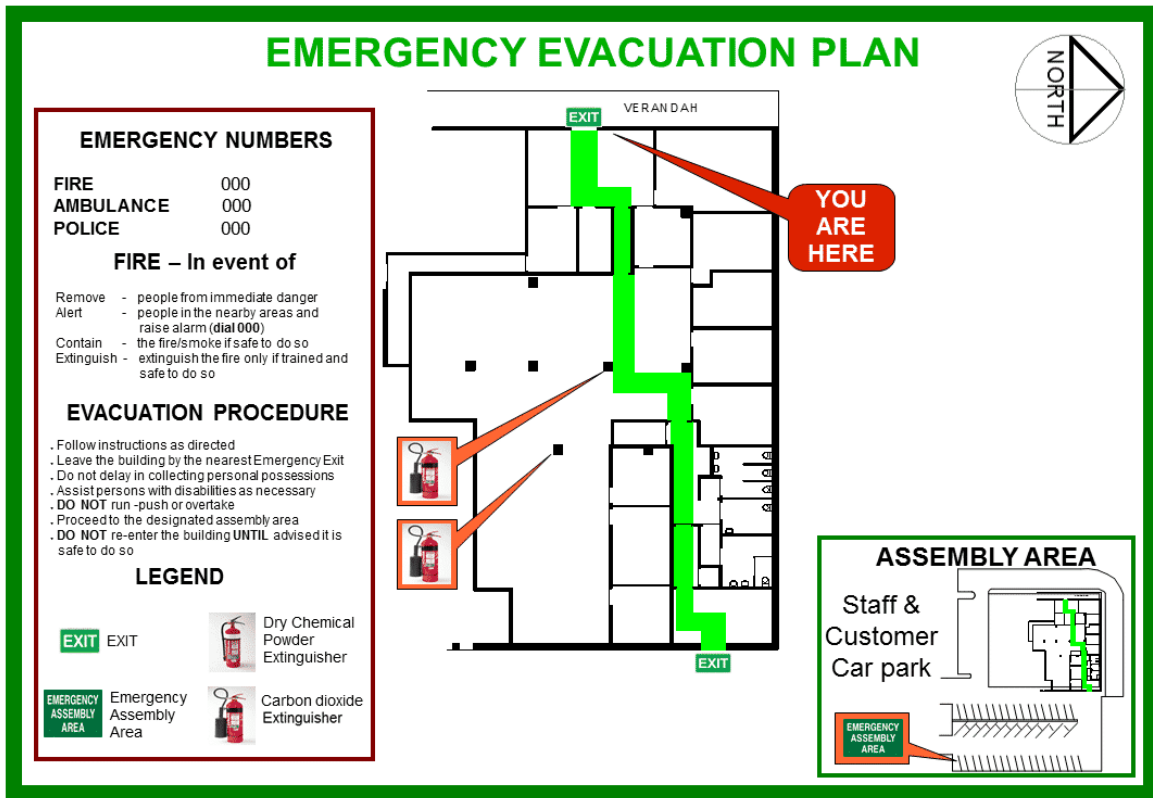
EMERGENCY EQUIPMENT

ASSIGN TASKS

SECURE ELECTION MATERIALS AND EQUIPMENT

EMERGENCY

Have an evacuation plan in place that is communicated to your officers of election. Ensure everyone is aware of building exits and the designated meeting site outside of the building in case of an evacuation. Assign roles as needed to confirm all election materials and equipment will be secured. If possible, provide diagrams or maps indicating exits and meeting site.



20 Fred St XXXX SA 5070

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2015

EVACUATION PLAN

EMERGENCY EQUIPMENT

ASSIGN TASKS

SECURE ELECTION MATERIALS AND EQUIPMENT

EMERGENCY

As precinct leadership, you are responsible for making decisions and taking action in an emergency. Ensure you know the location of both the first aid kit and the fire extinguisher.

Have a phone and emergency phone list with important numbers such as emergency services and the general registrar.



EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMERGENCY
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Establish who will:

- Announce an evacuation
- Get a headcount inside
- Direct people to exits and meeting site
- Confirm headcount outside
- Secure election materials & equipment
- Contact emergency responders, general registrar, and electoral board



EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMERGENCY
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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.



EVACUATION PLAN	EMERGENCY EQUIPMENT	ASSIGN TASKS	SECURE ELECTION MATERIALS AND EQUIPMENT	EMERGENCY
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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.



CONTINUE



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.

CONTINUE



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.



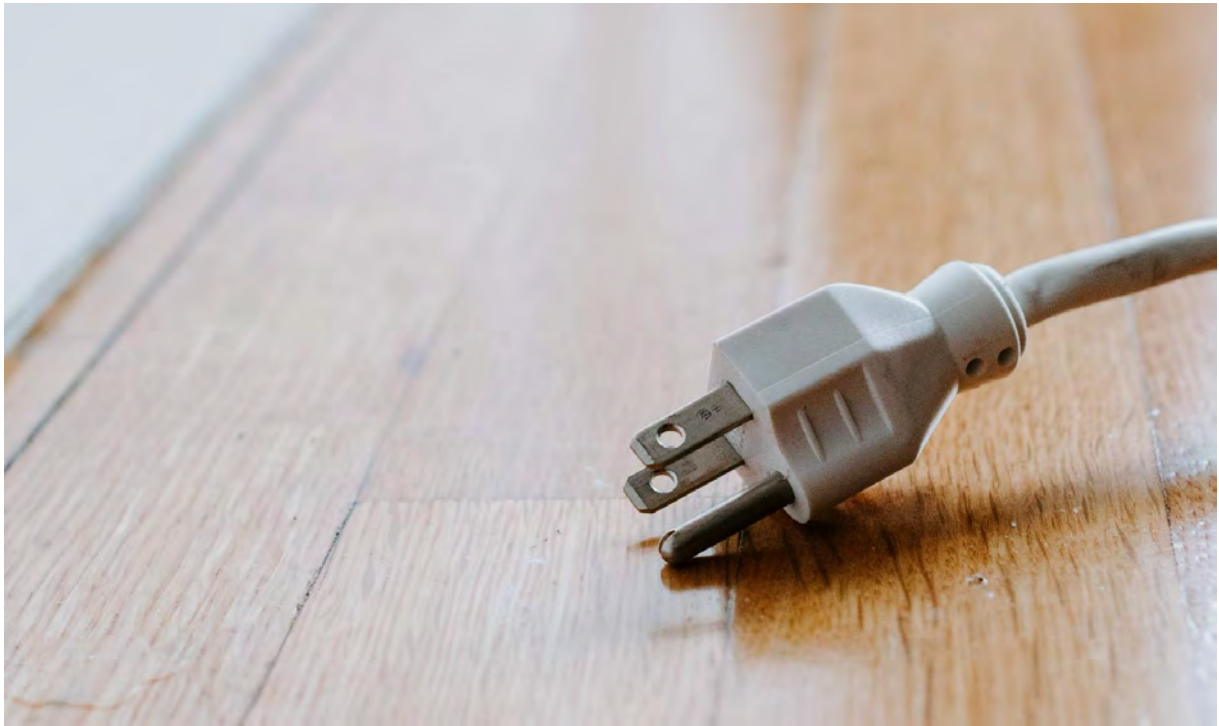
Traffic and Parking —

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 end of 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.



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.

CONTINUE

Comprehension Check!

Answer the following questions to test your understanding.

Polls are allowed to open late on Election Day if there are not enough election officials.

True

False

SUBMIT

Only the chief and assistant chief need to know the emergency plan.

True

False

SUBMIT



Complete the content above before moving on.

Election Security



Protecting Election Information

In your role as part of precinct leadership, you will have access to physical and digital records containing personal information (PII) about voters, as well as sensitive information about elections.

You are responsible for protecting personal and sensitive election information from unauthorized view or access. The law requires that you take precautions when collecting, maintaining, distributing, and disposing of personal and sensitive information.

Protecting Voter Privacy and Election Security is Critical

You are helping to:

1

Protect the rights and freedoms of Commonwealth citizens and voters

2

Limit the targeting of citizens/voters with potential disinformation related to elections

3

Preserve the trust of citizens/voters of the Commonwealth in the State's electoral process

CONTINUE

Personal Information

Personal information is information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked directly or indirectly with a particular individual or household.

Examples of personal information include:

1

Identifiers such as internet protocol (IP) address, email address, home address, contact information, account name, social security number, driver's license number, passport number, or other similar identifiers

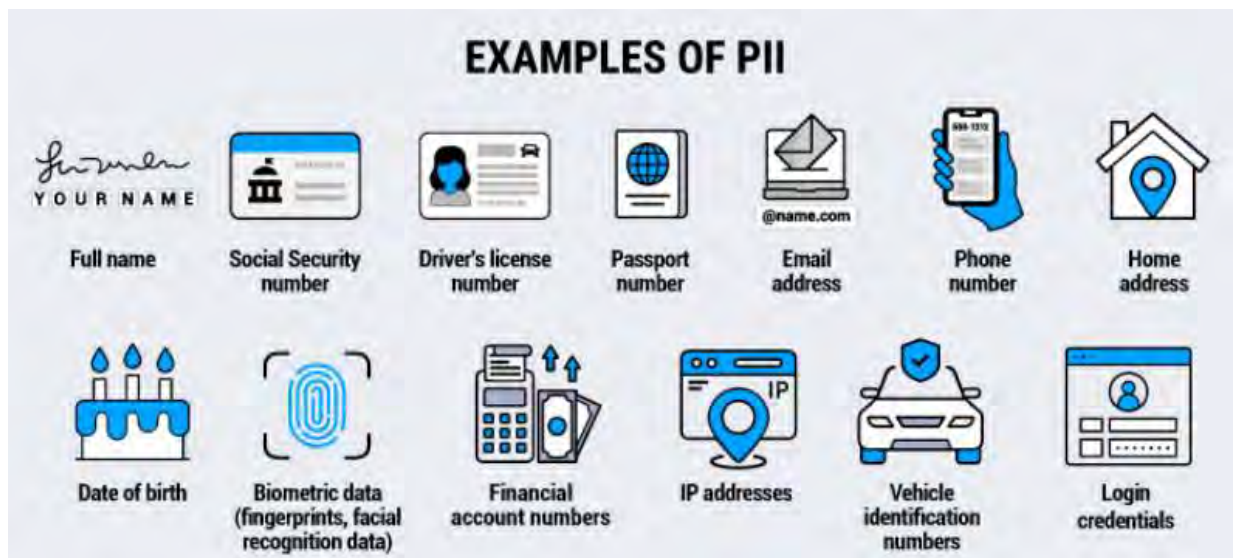
2

Information contained in voter registration forms, applications for absentee ballots

3

Voter registration or participation history (not including information that is lawfully obtained from publicly available information)

The graphic below illustrates some personal information that could be considered Personally Identifiable Information (PII).



CONTINUE

Comprehension Check!

Answer the following question to test your knowledge.

Which of the following is not considered PII (Personally Identifiable Information)?

- Date of birth
- Social security number
- Driver's license number
- First name

SUBMIT



Complete the content above before moving on.

Sensitive Information and Systems

What is Sensitive information?

Sensitive information includes all records, information, and data in any format regarding the security of elections offices, polling places, voting and counting

equipment, ballots, the Virginia voter registration system and supporting technologies. This also includes personally identifiable information (PII).

What is a Sensitive System?

A system is considered sensitive if it contains personally identifiable information about individuals, information about the security of elections (physical, cyber, etc.), information regarding the Virginia voter registration system, information designated as confidential or restricted, or information (or a system) designated as sensitive by the locality or Department of Elections.

Limit Contact with Personal Data (click on each card below)



Do not collect personal data without authorization.



Only access, view, and interact with personal information when you are instructed to do so.



Do not share or distribute information to others unless they have an official need-to-know.

How to Keep Private Information Secure

Any records or documents containing personal information or data (in electronic or physical form) must be:

- Protected from unauthorized access
- Stored in a secure place at all times
- Used only for official purposes
- Accessed only by authorized persons with an official need-to-know

On Election Day, you may be handling voter PII. Be aware of those around who may be able to hear or see this information as well. Forms such as the provisional ballot log should be securely stored when not in use.

CONTINUE

Chain of Custody

Chain of custody is a critical documentation process that ensures a transparent and trustworthy election. Chain of custody provides a historical record of the movement of property (example: voting machines, electronic pollbooks, and ballots) by tracking the details of its custody from the person(s) designated to handle and deliver it to the person who is designated to receive it.

Each locality may have a slightly different documentation form and process; refer to your general registrar's instructions on how to properly track custody and complete this documentation process.

CONTINUE

Comprehension Check!

Answer the following question to test your knowledge.

_____ documents the movement of voting equipment and other materials.

- ELECT-649
- Affirmation of Eligibility
- Chain of Custody

SUBMIT



Complete the content above before moving on.

Course Completion and Training Quiz

This marks the conclusion of the Officers of Election for Precinct Leadership course.

Use the link below to access the Officers of Election Precinct Leadership 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.

[OOE For Precinct Leadership Quiz](#)



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

SBE Proposed Policies

BOARD WORKING PAPERS

Danny Davenport

Director of Policy



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice-Chair Dance, Secretary Alvis-Long, Dr. Stolle, and Dr. Hudson

From: Daniel Davenport, Director of Policy

Date: June 30, 2026

Re: Proposed SBE Policy 2026-002– Prohibited Personal Use of Campaign Funds

Proposed Motion:

“I move that the Board approve SBE Policy 2026-002 – Prohibited Personal Use of Campaign Funds.”

Applicable Statutes:

- Va. Code § 24.2-948.6. Use of campaign funds.
- Va. Code § 24.2-948.7. Violations of the ban on personal use of campaign funds; complaint; notice; hearing; civil penalties.
- Va. Code § 24.2-948.8. Advisory opinions.
- Va. Code § 24.2-948.9. Prohibited Personal Use Enforcement Fund.

Background

The 2025 session of the Virginia General Assembly passed into law House Bill 2165 relating to campaign finance; prohibited personal use of campaign funds; complaints, hearings, civil penalties, and advisory opinions. This enacted bill established Va. Code §§ 24.2-948.6 - 24.2-948.9 which become effective on July 1, 2026.

In order to comply with the provisions of those code sections, ELECT has established the following proposed policy. If adopted by the State Board of Elections (SBE), this policy defines relevant terms; shows how to file a complaint; explains notice requirements; and describes how the SBE will investigate complaints and hold hearings.

ELECT Recommendation

ELECT staff recommends that the State Board of Elections adopt the personal use policy as presented.

State Board of Elections Policy 2026-002

A meeting of the Virginia State Board of Elections (SBE) was held on June 30, 2026, during which the following policy was proposed by the Department of Elections (ELECT):

Policy for the Prohibited Personal Use of Campaign Funds

PURPOSE: To establish a policy that provides for the SBE to perform their various roles in the complaint and hearing process related to the prohibited personal use of campaign funds. The following policy applies to the conduct of personal prohibited use hearings held pursuant to Va. Code § 24.2-948.7(B). However, conflicting authorities including court orders, decisions, statutes, and regulatory actions may supersede the effects of part or all of this policy. Where such an authority conflicts with only part of this policy, the remainder of the policy shall still apply.

REFERENCES: Va. Code §§ 24.2-948.6, 24.2-948.7, 24.2-948.8, and 24.2-948.9.

SEC. 1: POLICY ESTABLISHMENT

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

SEC. 2: DEFINITIONS

For the purposes of this policy, terms have the following meanings:

“Complainant” means the filer of a complaint.

“Respondent” means the candidate and/or committee subject to a complaint.

SEC 3: COMPLAINTS

I. Who may submit a complaint?

1. A person who contributes to a candidate or his campaign committee.
2. A person who is qualified to vote in the election for the office of the respondent candidate.

II. How complaints are submitted

Complaints must be submitted on a form prescribed by ELECT, notarized, and sent via certified mail to:

Virginia Department of Elections/Campaign Finance
1100 Bank Street, 1st Floor
Richmond, Virginia 23219

Alternatively, notarized complaints may be scanned and returned electronically at PPUComplaint@elections.virginia.gov or electronically on the ELECT website at <https://www.elections.virginia.gov/candidatepac-info/regulation-and-policies/>. The Prohibited Personal Use complaint link will redirect to <https://cfapps.elections.virginia.gov/PersonalUseComplaint>. Complainants who submit complaints via other methods will be directed to submit a complaint online.

III. What should a complaint contain?

1. A credible allegation under Va. Code § 24.2-948.6. regarding a *specific* use of campaign contributions.
2. Attached documentation supporting the allegation.
3. A clearly identified candidate.
4. Names and contact information for any person the complainant knows to have knowledge of the underlying facts relating to the allegation.
5. A sworn statement, notarized, agreeing to strict confidentiality regarding the complaint and related matters for ten (10) days preceding the complaint submission. If a complainant knowingly violates this agreement, the SBE may assess a civil penalty in an amount not to exceed \$10,000 (§ 24.2-948.8) and payable to the State Treasurer for deposit into the Prohibited Personal Use Enforcement Fund (§ 24.2-948.9).
6. Any additional information required by ELECT.

IV. What additional information might be required by ELECT?

ELECT may require additional evidence from the complainant where such information is needed to establish underlying facts relevant to the proceedings under this policy. Such information may include:

- The claimant's Voter I.D. number.
- The date and amount of a donation to a candidate or committee.
- The date of the alleged violation.
- An additional statement or other information regarding the alleged violation.

V. What if a complainant breaks the ten (10) day confidentiality requirement?

If the SBE determines that the complainant knowingly violated the agreement, the SBE may assess a civil penalty not to exceed \$10,000.

VI. May the SBE issue its own complaint?

Yes. The SBE may initiate a complaint on its own motion by a majority vote at a public meeting. Then, the SBE will then conduct an initial investigation during a closed meeting. At the conclusion of that initial investigation, the SBE will decide whether the underlying facts support dismissing the complaint or to move forward with a hearing. The SBE's discussions during that closed meeting will remain confidential pursuant to Va. Code § 2.2-3711(A)(34). Further, under Va. Code § 24.2-948.7(B), prior to the SBE's holding a public hearing on such a matter, the SBE's notice and any related records shall not be made public and are not subject to the provisions of the Virginia Freedom of Information Act (§ 2.2-7300 *et seq.*).

SEC. 4: NOTICE REQUIREMENTS

I. Timeframe to send notice

ELECT must issue notice to the respondent within 24 hours of:

- Receiving a compliant; or
- Initiating a preliminary investigation

Additionally, ELECT must issue notice to the complainant and respondent immediately upon the SBE calling for a public hearing.

II. Method of Notice

ELECT will provide notice to the complainant by email, if such an address was provided on the complaint form. If no email address was provided in the complaint, notice will be sent by mail.

ELECT will provide notice to the respondent by email at the address listed on the candidate's Statement of Organization. ELECT may also provide additional notice by mail to the respondent's address or by email or mail to the treasurer listed on the candidate's Statement of Organization,

III. Notice Contents

Each notice shall include the following:

- The statutory provision under which the SBE is exercising its authority.
- The statutory provision that has allegedly been violated.
- The matters of fact and law at question, including an explanation of the violation alleged in the complaint.

- A statement of the maximum civil penalty that may be assessed with respect to the alleged violation.
- Contact information, including the name and government email address of the person designated by the SBE to respond to questions and assist parties.
- The time, date, location, and nature of the relevant hearing (if applicable).
- Notice that a default order may be issued against the respondent pursuant to Va. Code § 2.2-4020.2(A), if the respondent fails without good cause to appear at the hearing.

SEC. 5: PROCESSING COMPLAINTS

I. Timeline to refer to the SBE

ELECT will conduct a facial review of complaints within ten (10) days of their submission. If a complaint contains all required information, ELECT will refer the matter to the SBE. However, if the complaint lacks required information or is otherwise improperly filed, ELECT shall issue a notice stating that the complaint shall be dismissed without referral. Subject to Va. Code § 24.2-948.7(B), prior to the SBE's holding a public hearing on such a matter, the SBE's notice and any related records shall not be made public and are not subject to the provisions of the Virginia Freedom of Information Act (§ 2.2-7300 *et seq.*).

II. Preliminary investigation

During a closed meeting of the SBE, the SBE will conduct a preliminary investigation to determine whether the facts stated in the complaint, if taken as true, are sufficient to show a violation of Va. Code § 24.2-948.6. If so, the SBE will request that the complainant appear and testify under oath. During the preliminary investigation, the SBE must treat the facts stated in the complaint as true.

III. Setting the hearing date.

For any complaint, the hearing shall be conducted at the next meeting of the SBE after conclusion of the preliminary investigation. ELECT shall notify the respondent within 24 hours of the commencement of a preliminary investigation.

III. Respondent's timeframe after a preliminary investigation

The respondent shall have 30 days to provide the SBE documentation or other evidence that no action should be taken against the respondent on the basis of the complaint or the allegations brought by the SBE. If the respondent provides such documentation or such other evidence, the SBE shall review the response and any other evidence provided by the complainant or witnesses to determine whether to proceed with the inquiry. If the SBE fails to find by a preponderance of the evidence presented that a violation occurred, then the SBE will dismiss the complaint. Otherwise, the SBE will proceed by calling for a public hearing.

IV. Facts that fail to give rise to a violation

If the SBE reviews the underlying facts during a closed meeting and finds that those facts, if true, are insufficient to support an allegation, then the SBE will dismiss the complaint.

V. Repayment of funds by the respondent

If at any point prior to the SBE's call for a public hearing the respondent pays back the amount that was allegedly converted to personal use, then the SBE shall dismiss the complaint or motion and end the inquiry.

SEC. 6: PUBLIC HEARING*I. Timing*

At the first regularly scheduled SBE meeting after the preliminary investigation. The timing of hearings will be set in accordance with the provisions of Va. Code § 24.2-948.7.

II. Notice

ELECT will notify both the complainant and the respondent immediately when a public hearing is called. Each party's notice will include the time, date, and location of the hearing.

III. Development of Evidence

In addition to evidence submitted by the parties, ELECT may develop an evidentiary record to assist the SBE in making their determination. Such evidence may include:

- The relevant code provisions that the respondent is alleged to have violated.
- The manner in which the relevant code provisions are alleged to have been violated.
- Summaries and reports of the factual evidence collected from the complainant, respondent, and/or witnesses during the investigation.
- The date(s) of the alleged violation.
- The manner in which the complaint was received.
- Any other relevant evidence discovered by ELECT during its investigation of the complaint.

The entire evidentiary record shall be shared with the respondent within a reasonable time prior to the hearing.

IV. The SBE's Role at the Hearing

To reach a decision on relevant matters of fact and law, the SBE may:

- Administer oaths and affirmations.

- Receive probative evidence.
- Exclude evidence that is irrelevant, immaterial, privileged, or repetitive evidence, testimony, or examination.
- Rule upon offers of proof.
- Hold conferences for the settlement of issues by consent.
- Adjudicate procedural requests.
- Regulate and expedite the course of a hearing.

The SBE's hearing procedure uses informal evidence rules. Determinations about whether evidence is relevant, probative, or admissible will be made at the discretion of the members of the SBE.

V. Parties' Rights at the Hearing

Both parties are entitled to:

- Be accompanied and represented by counsel.
- Submit oral and documentary evidence.
- Conduct examination and cross examination as may elicit a full and fair disclosure of the facts.
- Have the proceedings completed and a decision issued.
- The SBE may grant parties other rights or privileges not specifically enumerated in this subsection.

VI. Hearing Process

The SBE will initiate the hearing, administering any necessary oaths and affirmations, making any necessary preambles, and clarifying any points of procedure. Note that if the complainant refuses to participate in the hearing, the SBE must dismiss the complaint.

Once the hearing begins, the presentation of evidence will start with the complainant, who will introduce evidence to support their claim of a violation. The respondent will be given opportunity to cross-examine witnesses introduced by the complainant, at the discretion of the SBE. Then, the respondent will begin their presentation of evidence, introducing evidence to refute the allegation of a violation. At the SBE's discretion, the complainant may cross-examine witnesses presented by the respondent.

VII. SBE Decision

Following the presentation of evidence, the SBE shall conduct a vote on whether a preponderance of the evidence shows that a violation of § 24.2-948.7 occurred. The SBE shall render a final decision not later than 120 days of ELECT's referral of the complaint to the SBE.

VIII. Finding of a violation

If the SBE finds that a violation occurred, ELECT shall prepare a written judgment stating:

- The SBE's determination of the matter.
- The penalty imposed by the SBE.
- The reason for the SBE's penalty.

The judgment shall be sent to both the complainant and the respondent. Additionally, the judgment shall be posted to ELECT's website no later than three days after the SBE's determination is made.

IX. Dismissal

After initiating a public hearing, if the SBE finds no violation, then ELECT shall prepare a written judgment stating the grounds for the dismissal. If at any time the SBE determines that the complaint is without merit, then the SBE shall dismiss the complaint, advise the complainant and respondent, and take no further action.

SEC. 7: PENALTIES

If the SBE has determined that a violation occurred, it may order:

- Payment of the amount unlawfully converted to personal use; and
- Civil penalties not to exceed \$1,000 per itemized expenditure or \$10,000 total.

I. Factors to consider

In determining the repayment amount and/or the issuance of a civil penalty, the SBE should consider whether the violation was made willfully and knowingly.

If evidence suggests that the violation was *not* made willfully and knowingly, the SBE should order the respondent to pay no more than the amount unlawfully converted to personal use.

If evidence suggests that the violation was made willfully and knowingly, the SBE should order the respondent to repay the amount converted to his personal use, and an additional civil penalty.

II. Enforcement of Repayment

Repayment is enforced according to the process described in Va. Code § 24.2-946.3. The SBE will report any violation to the appropriate attorney under that Code section.

III. Indigent respondents

Respondents who claim an inability to pay the ordered fines and penalties shall work with ELECT to establish a payment plan.

SEC. 8: INTERPRETER SERVICES

If an interpreter is required, ELECT will make appropriate arrangements to ensure an interpreter is present during the hearing. The complainant or respondent shall provide ELECT reasonable notice before the hearing that an interpreter is required.

SEC. 9: FRIVOLOUS COMPLAINT

The SBE may, by a vote of four members, make a finding that a complaint is frivolous. Such a finding shall be “prima facie evidence” (meaning the claim being presented to a court has merit, when taken at face value) of abuse of process by the complainant. The State Board shall prepare a written judgment stating its determination of the matter and reasons therefor. A copy of the judgment shall be sent to each party and posted on the State Board's website no later than three days after it has been issued.

SEC. 10: RECORDKEEPING

Any records and findings related to a complaint that was not dismissed pursuant to subdivision 1 shall become archival records, as defined in Va. Code § 42.1-77, maintained permanently by the Library of Virginia. Electronic copies of such records shall be made publicly available on the State Board's website no later than 30 days after a final disposition of the matter has been decided.

SEC. 11: WEBSITE

SBE judgments shall be posted to ELECT's website no later than three days after the SBE's determination is made.

SEC. 12: PROHIBITED PERSONAL USE ENFORCEMENT FUND

Any civil penalty collected shall be payable to the State Treasurer for deposit into the Prohibited Personal Use Enforcement Fund established pursuant to Va. Code § 24.2-948.9.

SEC. 13: ADVISORY OPINIONS*I, Who may request an advisory opinion?*

Any person subject to the provisions of Va. Code § 24.2-948.6 may submit a request for an advisory opinion regarding a specific transaction or activity. This should be submitted on a form provided by the Department. ELECT will transmit any complete written request to the SBE.

II. Notice and comment

The SBE will make any request for an advisory opinion public upon receipt by posting on Town Hall and/or the ELECT website. The SBE will then solicit written comments within the 10-day period after the request is made public.

III. Issuing the opinion

Generally, the SBE shall issue the advisory opinion within 60 days of receiving the request. However, if the request falls within 60 days of an election involving the requesting party, then the SBE shall issue its opinion within 20 days of receiving the request.

II. Who may rely on the advisory opinion?

Any person involved in the transaction subject to the opinion, or any person involved in a materially indistinguishable transaction.



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STATE BOARD *of* ELECTIONS

Campaign Finance Appeals

BOARD WORKING PAPERS
Emily Mynarski
Campaign Finance Compliance
and Training Specialist



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STATE BOARD *of* ELECTIONS

Memorandum

To: Chairman O'Bannon, Vice Chair Dance, Secretary Alvis-Long, Dr. Chris Stolle, and Ms. Sally Hudson

From: Emily Mynarski, Campaign Finance Compliance/Training Specialist

Date: June 30, 2026

Re: Campaign Finance Penalties Appeal Hearing

Suggested Motions:

- **GRANTING APPEAL:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief...
 - ...as requested by the petitioner.”
 - or-
 - ...[*state relief to be granted if different than requested*].”
- **DISMISSING APPEAL:** “Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner’s appeal of the assessed campaign finance penalty(s) for failure to show good cause.”

Applicable Code Section:

Va. Code § 24.2-953.6

Background:

Pursuant to § 24.2-953.6 of the Code of Virginia, the Board has discretion to grant relief for campaign finance penalties if good cause is shown that either:

- Circumstances present within a reasonable amount of time of the filing deadline made filing or requesting an extension impracticable; or
- An administrative error occurred in the assessment of the penalty.

Consistent with the Board’s policy, ELECT has scheduled a hearing for 4 appeals and prepared for the Board a summary (including supporting documentation) for each appeal. The list of petitioners are as follows:

Locally Assessed:

1. Eli Rybinni aka Shawn Hunter for Lynchburg City Council (Lynchburg City)
2. Jacobson for School Board (Newport News City)

State Assessed:

1. Friends of Andy Pittman
2. Next Gen Leadership

State Board Decision

After reviewing all materials and hearing from interested parties, the Board will either grant or dismiss the appeal based on whether good cause is provided. If granted, the Board must decide whether to provide the relief requested or a different amount (or type). The relief provided may include a retroactive extension of the deadline and may not include excusing the requirement to file the required report.

Written Opinion

The Board must issue a written opinion explaining its decision no later than 21 days after the hearing. ELECT will prepare a draft opinion for each appeal and provide it to the Board members for their review within the required timeframe.

Attachments:

- State Board of Elections *Campaign Finance Penalty Appeal Procedures*
- Campaign Finance Penalty Appeals PowerPoint
- Appeal packets (appeals of local-issued penalties)
 - ELECT summary brief
 - Petition
 - Petitioner supporting documentation
 - General registrar supporting documentation (if provided)
- Appeal packets (appeals of state-issued penalties)
 - ELECT summary brief
 - Petition
 - Petitioner supporting documentation

State Board of Elections Policy 2025-001

A meeting of the Virginia State Board of Elections (SBE) was held on May 27, 2025, during which the following policy was proposed by the Department of Elections (ELECT) and approved by the SBE:

CAMPAIGN FINANCE PENALTY APPEAL PROCEDURES

WHEREAS, the 2025 Acts of Assembly Chapter 360, effective July 1, 2025, amends the Code of Virginia by adding in Article 8 of Chapter 9.3 of Title 24.2 a section numbered 24.2-953.6, relating to campaign finance; appeal of penalties (see attached); and

WHEREAS, Va. Code § 24.2-953.6(A) provides any person or committee assessed a penalty pursuant to Chapter 9.3 of Title 24.2 of the Code of Virginia (Chapter 9.3) the opportunity to file a petition to appeal a campaign finance penalty to the SBE;

WHEREAS, Va. Code § 24.2-953.6(B) provides that the SBE shall develop procedures to conduct a public hearing to consider facts and supporting documentation presented by the petitioner as part of an appeal; and

WHEREAS, Va. Code § 24.2-953.6(C) provides the SBE discretion to provide relief from penalties for good cause shown by the petitioner and found by the SBE sufficient to justify the relief requested.

NOW, THEREFORE, BE IT RESOLVED, by the SBE as directed by Va. Code § 24.2-953.6(B) and under its authority to issue rules and regulations to promote the proper administration of election laws and obtain uniformity in the administration of elections pursuant to Va. Code § 24.2-103(A), that the following policy applies to campaign finance penalty appeal proceedings conducted pursuant to Va. Code § 24.2- 953.6.

Penalty Notices

- Penalty notices issued pursuant to the provisions of Chapter 9.3 must include information about the right to an appeal and the method by which such appeals may be filed.
- For penalties issued by general registrars, ELECT shall direct general registrars to provide the penalty:
 - via certified mail (general registrars must retain all documentation related to the mailing); and
 - electronically with confirmation of receipt (when there is an email address on file for the penalized individual/committee).

Petitions

- To file an appeal, an individual or committee issued a penalty under Chapter 9.3 of Title 24.2 must submit a petition on a form prescribed by the SBE.¹
- Petitions must be filed with the Department of Elections (ELECT) electronically or by

¹ Va. Code § 24.2-953.6(A).

- certified mail, pursuant to instructions from ELECT.²
- Petitions must be received by ELECT within 60 days of the date of actual receipt of written notice of a penalty.³
 - For penalties issued by ELECT, the actual date of receipt is the next business day after the date notice is sent electronically.
 - For penalties issued by general registrars, the actual date of receipt is the earlier of the date of delivery via certified mail and the date of receipt electronically.
 - To submit an appeal, a petition must contain the following:⁴
 - The name and committee code of the penalized committee or, in the case of a penalized individual, the name of the individual.
 - Information about the individual filing the petition, including first and last name, role in the penalized committee (if applicable), and email address;
 - Information about the campaign finance report related to the penalty, including the start and end dates of the filing period and the filing deadline;
 - Information about the issued penalty, including the issuing entity, the date of the penalty, the amount of the penalty, and the date of receipt of the penalty notice;
 - The grounds upon which an appeal is being made; and
 - The relief sought.
 - A petitioner should include all relevant information, evidence, and documents necessary to support the stated grounds for appeal.
 - ELECT will conduct a facial review of submitted petitions and provide a response in one of the following manners:
 - If the petition contains all required information, issue a notice of hearing; or
 - If the petition does not contain the necessary information to file an appeal or is otherwise improperly filed, issue a notice stating that the appeal has not been properly filed, a hearing has not been scheduled, and that a new/amended petition must be filed by the deadline for a hearing to be scheduled.

Notice of Hearing

Method

- If a petitioner properly files an appeal, ELECT shall provide notice to the petitioner electronically and via certified mail not later than 10 days before the date on which a hearing on the matter will be held.⁵
 - Electronic notice shall be sent to the email addresses (where available/applicable) of the petitioner, candidate, treasurer, custodian of books, and COMET account administrators.
 - Notice via certified mail shall be sent to the address provided by the petitioner.⁶

Contents

- Each notice shall include:

² *Id.*

³ *Id.*

⁴ Va. Code § 24.2-953.6(A).

⁵ Va. Code § 24.2-953.6(B).

⁶ *Id.*

- The time, date, and place of the hearing;⁷
- The basic law under which the SBE contemplates its possible exercise of authority; and
- Contact information consisting of the name, phone number, and government email address of the person designated by the SBE to respond to questions or otherwise assist a named party.

Hearings

Rights of petitioner

- A petitioner shall be entitled to:
 - Be accompanied by and represented by counsel;
 - Submit oral and documentary evidence; and
 - Have a written opinion containing the SBE's decision issued not later than 21 days after the hearing.⁸

Rights of the SBE

- The SBE may:
 - Administer oaths and affirmations;
 - Receive oral and documentary evidence;
 - Exclude irrelevant, immaterial, insubstantial, privileged, or repetitive proofs; and
 - Regulate and expedite the course of the hearing.

Continuance

- A scheduled hearing shall not be delayed by the inability of the petitioner to attend the hearing unless a request for a continuance is made in writing to ELECT not less than 7 days before the scheduled hearing date.
- A continuance shall not be granted unless the request is received in the required time and, in the opinion of the Chair, sets forth good and sufficient cause for the continuance.
- If a continuance is granted, ELECT staff shall notify all relevant parties of the date to which the proceedings are continued.

Interpreter services

If an interpreter is required, ELECT will make appropriate arrangements to ensure an interpreter is present during the hearing. The petitioner shall provide ELECT reasonable notice before the hearing that an interpreter is required.

Presentation of appeal background by ELECT

- With respect to each appeal, ELECT shall present information to assist the SBE in determining whether relief should be granted.
- In presenting each appeal, ELECT shall provide the factual background related to the issuance of the penalty and the filing of the appeal, and any other information to allow the SBE to review the merits of the appeal, including:

⁷ *Id.*

⁸ Va. Code § 24.2-953.6(D).

- The name of the penalized committee/individual;
- The name of the petitioner (if different);
- The provision(s) of Chapter 9.3 violated;
- Penalty information, including date of violation, amount, date issued, and date received by committee/individual;
- Date of receipt of the petition;
- The relief requested by petitioner;
- The grounds provided by petitioner for relief;
- The evidence submitted supporting the petition; and
- Mitigating/aggravating factors, including but not limited to:
 - Penalty history for the penalized committee/individual;
 - COMET account activity, or attempted activity, of penalized committee/individual within a reasonable time prior to the filing deadline;
 - Attempts by individual/committee to contact ELECT within a reasonable time prior to the filing deadline if experiencing technical difficulties; and
 - Whether a purported technical issue was widespread in nature.

Petitioner testimony

- After presentation of the appeal background by ELECT, the SBE shall invite the petitioner to present relevant testimony and additional supporting evidence.
- Each member of the SBE shall have the opportunity to question the petitioner, ELECT staff, and any other participant in the hearing on all matters related to the petition and testimony and evidence received.

Decision

- At the conclusion of petitioner testimony and SBE questions, the SBE shall:
 - Carry out further deliberation as necessary; and
 - Conduct a vote(s) deciding whether to provide relief to the petitioner.
- To provide relief, the SBE must find that the petitioner has demonstrated good cause to justify such relief.
 - To demonstrate good cause, petitioner must establish either:
 - Facts of circumstances present within a reasonable amount of time of the filing deadline that made filing or requesting an extension impracticable⁹; or
 - An administrative error in the assessment of the penalty.¹⁰
- Relief granted by the SBE:
 - May include forgiveness of all or a portion of an assessed civil penalty, the retroactive extension of a deadline, or other appropriate remedy.¹¹
 - May not include an exemption from filing a report that is otherwise required to be filed pursuant to Chapter 9.3.¹²
- The SBE may consider mitigating/aggravating factors presented in determining the extent to which relief is justified.

⁹ Va. Code § 24.2-953.6(B)(i).

¹⁰ Va. Code § 24.2-953.6(B)(ii).

¹¹ Va. Code § 24.2-953.6(C).

¹² *Id.*

Written opinion

- Upon reaching a decision, the SBE shall direct ELECT to draft a written opinion for the SBE's review and issuance.
- The written opinion shall state:
 - The facts put before the SBE;¹³
 - The SBE's decision;¹⁴ and
 - The SBE's rationale for its decision.¹⁵
- The SBE shall issue the final written opinion not later than 21 days after the conclusion of the hearing.¹⁶ The opinion shall be immediately distributed by ELECT in the following manners:
 - Posting on ELECT's website;¹⁷ and
 - By mail to the petitioner.¹⁸

¹³ *Id.*

¹⁴ *Id.*

¹⁵ *Id.*

¹⁶ Va. Code § 24.2-953.6(D).

¹⁷ *Id.*

¹⁸ *Id.*

VIRGINIA ACTS OF ASSEMBLY - 2025 SESSION

CHAPTER 360

An Act to amend the Code of Virginia by adding in Article 8 of Chapter 9.3 of Title 24.2 a section numbered 24.2-953.6, relating to campaign finance; appeal of penalties.

[S 945]

Approved March 21, 2025

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Article 8 of Chapter 9.3 of Title 24.2 a section numbered 24.2-953.6 as follows:

§ 24.2-953.6. Appeal of penalties.

A. Any person or committee shall have the right to appeal a civil penalty assessed to it pursuant to this chapter by filing a petition of appeal with the State Board, on a form prescribed by the State Board, within the 60 days following its actual receipt of written notice of such penalty. The petition shall state the grounds upon which the appeal is being made in addition to any additional information required by the State Board.

B. The appeal shall be adjudicated by the State Board in a public hearing. The State Board shall develop procedures for the conduct of such hearing. At least 10 days prior to such hearing, the State Board shall send notice by certified mail to any person whose petitions of appeal will be reviewed at such hearing. Notice shall include the time, date, and place of the hearing.

Consideration on appeal shall be limited to whether the petition and any supporting documents submitted by the petitioner establish (i) facts of circumstances present within a reasonable amount of time of the filing deadline that made filing or requesting an extension impracticable or (ii) an administrative error in the assessment of the penalty.

C. The State Board shall be authorized to provide relief for good cause shown by the petitioner and found by the Board sufficient to justify the relief requested. Such relief may include forgiveness of all or a portion of an assessed civil penalty, the retroactive extension of a deadline, or other appropriate remedy. Such relief shall not include an exemption from filing a report that is otherwise required to be filed pursuant to this chapter.

D. For each appeal that it hears, the State Board shall issue a written opinion, which shall include the facts put before the State Board, the State Board's decision, and the State Board's rationale for reaching such decision. The State Board's opinion shall be published on the Department of Elections website and a copy of the opinion shall be mailed to the petitioner as notice of the State Board's decision not later than 21 days after the conclusion of the appeal hearing. The decision on appeal shall be final and not subject to further appeal.

E. The time for notifying an attorney for the Commonwealth of a violation of this chapter pursuant to subsection F of § 24.2-946.3 shall be tolled from the time the State Board receives a petition of appeal until notification to the petitioner by the State Board of its decision on such petition.

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DEPARTMENT *of* ELECTIONS

CAMPAIGN FINANCE PENALTY APPEALS

June 30, 2026

State Board of Elections Meeting



Penalty Appeals, § 24.2-953.6(A)

Any persons or committees assessed a penalty pursuant to Chapter 9.3 of Title 24.2 of the Code of Virginia can file a petition to appeal a campaign finance penalty to the SBE within 60 days of penalty assessment.

Consideration on appeal is limited to whether the petitioner established *one of the following*:

- “Facts of circumstances present within a reasonable amount of time of the filing deadline that made filing or requesting an extension impracticable”
- “An administrative error in the assessment of the penalty”

This code provides the SBE discretion to provide relief from penalties for good cause shown by the petition and sufficiently justifies relief requested.

Penalties: \$100 for the 1st offence within an election cycle, \$1000 for subsequent offences within an election cycle, Late filed SOOs up to \$500).



Locally Assessed Penalty Petitioners

- Eli Rybinni aka Shawn Hunter for Lynchburg City Council
 - Lynchburg City
- Jacobson for School Board
 - Newport News City



Eli Rybinni aka Shawn Hunter for Lynchburg City Council

- Report Due: Statement of Organization (SOO)
- Penalty: \$200
- Basis For Appeal: Administrative Error
- Grounds For Relief: Candidate stated that they believed that they did not have to file the SOO until their petition signatures were completed; and they were not made aware until the GR emailed them on May 11, 2026.
- Requesting Forgiveness of the Assessed Penalty (\$200)



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Eli Rybinni aka Shawn Hunter for Lynchburg City Council



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CANDIDATE FILING RECEIPT
VIRGINIA CODE §§ 24.2-501, 505, 506, AND 522

ELECT/GR Office Use Only

Candidate Forms

Name	Form Number	Date Received (MM/DD/YYYY)	Time Received (00:00 am/pm)	ELECT/GR Initials
Certificate of Candidate Qualification	SBE-501	04/09/2026	2:55 pm	JF
Statement of Economic Interests ¹	SOEI	04/09/2026	2:55 pm	JF
Declaration of Candidacy ²	SBE-505/520	04/09/26	2:55 pm	JF
Primary Filing Fee Receipt ³				
Statement of Organization ³	CFDA-947.1			

Petitions of Qualified Voters (SBE-506/521)⁴

Page Numbers	Initials	Total Pages	Date Received (MM/DD/YYYY)	Time Received (00:00 am/pm)	ELECT/GR Initials
1 through 84	JF	24	04/09/2026	2:55 pm	JF
1 through 5	JF	29	05-11-2026	1:45 pm	JF
through					
through					
through					
through					

Party Forms

Name	Form Number	Date Received (MM/DD/YYYY)	Time Received (00:00 am/pm)	ELECT/GR Initials
Party Certification of Primary Candidates	ELECT-527			
Party Certification of Non-Primary Candidates	ELECT-511			

Certification of Receipt

I, the ELECT/GR employee certify that the information contained herein is true and accurate to the best of my knowledge.

ELECT/GR Employee: TRISH JONES
Print Name
Signature: [Signature] Date: 04/09/26

¹ Not required for 1) incumbents (must file annual office holder SOEI), 2) candidates for US House of Representatives, or 3) candidates for US Senate. (Va. Code § 24.2-502)
² Must be filed with petitions, preferably with the first petition page filed. (Va. Code § 24.2-506)
³ Not a ballot qualifying form. Not required for candidates for 1) US House of Representatives, or 2) US Senate. (Va. Code § 24.2-947.1)

From: Jones, Patricia
Sent: Friday, April 24, 2026 12:59 PM
To: [Redacted]
Cc: Electoral Board <electoralboard@lynchburgva.gov>
Subject: Petition of Qualified Voters

Hi Mr. Rybinni,

Our office has been trying to contact you by phone. I wanted to let you know that our office has finished processing your Petition of Qualified Voters that was filed. As you are aware, you need 125 signatures for ballot access. After processing your petition, you have a total of 105 signatures. Therefore, you need to gather another 20 qualified voters. If you have any questions, feel free to call me at (434)477-5999.



Patricia Jones
GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR
434.477.5999
434.947.2798
825 Kemper Street, Lynchburg, VA 24501
registrar@lynchburgva.gov

From: Jones, Patricia
Sent: Monday, May 11, 2026 3:08 PM
To: Eli Rybinni [Redacted]
Subject: RE: Petition for Candidacy

No problem! I have been on the phone with the Department of Elections. You need to file your Statement of Organization within 10 days of filing the Certificate of Candidate Qualifications. With that being said, you need to get that done very quickly.



Patricia Jones
GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR
434.477.5999
434.947.2798
825 Kemper Street, Lynchburg, VA 24501
registrar@lynchburgva.gov

From: Eli Rybinni [Redacted]
Sent: Monday, May 11, 2026 3:04 PM
To: Jones, Patricia <patricia.jones@lynchburgva.gov>
Subject: Re: Petition for Candidacy

Thank you for your help! Blessings.

On Mon, May 11, 2026 at 2:34 PM Jones, Patricia <patricia.jones@lynchburgva.gov> wrote:

Hi Mr. Rybinni—

I just wanted to touch base and let you know that I have finished processing your petition and you have met the signature requirement. You are now qualified for ballot access. I will remind you that if you plan to campaign for office, you need to make sure you file with Campaign Finance. You can do this on the Virginia Department of Elections website. Just search campaign finance. If there is anything I can help you with, please let me know.

Trish



Patricia Jones
GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR
434.477.5999
434.947.2798
825 Kemper Street, Lynchburg, VA 24501
registrar@lynchburgva.gov

--
Sincerely,

Eli Rybinni
[Redacted]



Eli Rybinni aka Shawn Hunter for Lynchburg City Council

SUGGESTED MOTIONS:

- **GRANT, AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness for the \$200 assessed penalty*).”
- **GRANT, NOT AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief *...(state relief to be granted if different than requested)*.”
- **DISMISS PETITION:** “Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner’s appeal of the assessed campaign finance penalty(s) for failure to show good cause.”



Jacobson for School Board

- Report Due: Statement of Organization (SOO)
- Penalty: \$500, Assessed May 29 by Newport News City GR
- Basis For Appeal: Circumstances made filing by the deadline, or requesting an extension by the deadline impracticable
- Grounds For Relief: Candidate stated that they could not file the Statement of Organization because he had a pending amendment for a previous Statement of Organization.
- Requesting Forgiveness of the Assessed Penalty (\$500)



Jacobson for School Board

Jacobson For School Board - At Large - CC-26-00025 X

Contacts

Custodian Jacobson For School Board - At Large [REDACTED]

Subject: Jacobson For School Board - At Large has been rejected

Email Content:



The Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Committee must close previous Statement of Organization (§24.2-948.4.) Francis Jacobson for Sheriff (CC-25-00118)

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 1/20/2026 10:14:00 AM

Sent By: Entered by: Mynarski, Emily
Sent From: cfda@elections.virginia.gov

Jacobson For School Board - At Large - CC-26-00025 X

Contacts

Custodian Jacobson For School Board - At Large [REDACTED]

Subject: Jacobson For School Board - At Large has been rejected

Email Content:



The amended Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Committee must close previous Statement of Organization (§24.2-948.4.) Francis Jacobson for Sheriff (CC-25-00118)

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 2/2/2026 8:17:00 AM

Sent By: Entered by: Mynarski, Emily
Sent From: cfda@elections.virginia.gov

Jacobson For School Board - At Large - CC-26-00025 X

Contacts

Committee Jacobson For School Board - At Large [REDACTED]

Subject: Jacobson For School Board - At Large has been rejected

Email Content:



The amended Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Other-Committee address is either PO Box or Physical address. Please correct and resubmit.

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 5/28/2026 11:55:00 AM

Sent By: Entered by: Gaines, Donald
Sent From: cfda@elections.virginia.gov



Jacobson for School Board

SUGGESTED MOTIONS:

- **GRANT, AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness for the \$500 assessed penalty*).”
- **GRANT, NOT AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief ...(*state relief to be granted if different than requested*).”
- **DISMISS PETITION:** “Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner’s appeal of the assessed campaign finance penalty(s) for failure to show good cause.”



State Assessed Penalty Petitioners

- Friends of Andy Pittman
- Next Gen Leadership



Friends of Andy Pittman – Cont. from May 28th Hearing

- Report Due: January 15, 2026
- Penalty: \$1,000, Assessed Jan. 16th by ELECT
- Basis For Appeal: Circumstances made filing by the deadline, or requesting an extension by the deadline impracticable
- Grounds For Relief: Severe illness in the family
- Requesting Forgiveness of the Assessed Penalty (\$1,000)



Friends of Andy Pittman

SUGGESTED MOTIONS:

- **GRANT, AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness for the \$1000 assessed penalty*).”
- **GRANT, NOT AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief ...(*state relief to be granted if different than requested*).”
- **DISMISS PETITION:** “Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner’s appeal of the assessed campaign finance penalty(s) for failure to show good cause.”



Next Gen Leadership

- Report Due: June 2, 2026
- Penalty: \$1,000, Assessed June 3rd by ELECT
- Basis For Appeal: Circumstances made filing by the deadline, or requesting an extension by the deadline impracticable
- Grounds For Relief: Financial Hardship and committee made an “unintended mistake”.
- Requesting Forgiveness of the Assessed Penalty (\$1,000)



Next Gen Leadership

- Committee has not logged into COMET until after the deadline.

COMET User Activity - Login Information

Show entries Search:

User Name	Time Accessed	Details
	9/16/2025 7:26:23 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 7:26:30 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 7:27:24 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 7:28:54 AM	{ "Information": [{ "ResourceInfo": "Password Reset Link Request", "Cont...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:39:23 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 10:14:15 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 10:14:28 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	9/16/2025 2:14:12 PM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 2:14:25 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	9/16/2025 4:45:00 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	10/9/2025 7:38:18 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	11/4/2025 5:47:50 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	11/20/2025 5:24:28 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	12/21/2025 8:27:15 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	1/5/2026 10:11:13 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	4/16/2026 10:58:29 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	4/17/2026 2:10:28 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	4/17/2026 9:31:22 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	6/2/2026 8:05:18 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...

Showing 1 to 23 of 23 entries (filtered from 51,680 total entries)

< 1 >



Next Gen Leadership

- Committee received two email reminders for the reporting deadline

Reporting Period for Next Gen Leadership - PAC-24-00058
X

Report Type:	Scheduled
Filing Status:	Late ▲
Begin Date:	04/01/2026
End Date:	05/25/2026
Due Date:	06/01/2026 11:59 PM
Date Filed:	06/02/2026 8:06 AM

Submitted On	Submitted By	Is Amendment?	Final Report
6/2/2026 8:06:23 AM	[REDACTED]		No View Report

Emails

View Email	Subject	When	Who	Email Sent
View Email	06/01/2026 Report Received	06/02/2026 8:06 AM	Nash, Phazhon	Sent

Emails

View Email	Subject	When	Who	Email Sent
View Email	Notice of Report Due for Next Gen Lead...	05/25/2026 6:10 AM	Agent, SQL Exec...	Sent
View Email	Notice of Report Due for Next Gen Lead...	05/31/2026 6:15 AM	Agent, SQL Exec...	Sent

Notes

Attachments



Next Gen Leadership

SUGGESTED MOTIONS:

- **GRANT, AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness for the \$1000 assessed penalty*).”
- **GRANT, NOT AS REQUESTED:** “Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief ...(*state relief to be granted if different than requested*).”
- **DISMISS PETITION:** “Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner’s appeal of the assessed campaign finance penalty(s) for failure to show good cause.”



Written Opinion

The SBE will issue the final written opinion not later than 21 days from the conclusion of this hearing.

The opinion will be distributed by ELECT via:

- Posting on ELECT’s website
- Mail to the petitioner
- Email to the petitioner (and General Registrar, if applicable)



ELI RYBINNI AKA SHAWN HUNTER FOR LYNCHBURG CITY COUNCIL - AT LARGE (CC-26-00305)

BASIS FOR APPEAL:

Administrative Error

GROUND(S) FOR RELIEF:

Candidate stated that they believed that they did not have to file the statement of organization until they submitted all their documents for petition signatures; and they were not aware until an email received on May 11, 2026.

REPORT(S) APPEALED:

4/19/2026 (SOO) - Submitted 5/12/2026
 - Penalty Assessed (\$200) 5/13/2026 by
 Lynchburg City General Registrar
 (Patricia Jones)

RELIEF REQUESTED:

Forgiveness of Assessed Penalty (\$200)

LATE FILING HISTORY:

4/18/2018 Payment Status Unknown

MITIGATING FACTOR(S):

Committee was under the belief that they did not need to submit the Statement of Organization until they submitted their petition paperwork.

AGGRAVATING FACTOR(S):

Committee had 10 days to file the Statement of Organization.

SUGGESTED MOTIONS:

GRANT, AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness for the \$200 assessed penalty.*)"

GRANT, NOT AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief ...(*state relief to be granted if different than requested.*)"

DISMISS PETITION: "Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner's appeal of the assessed campaign finance penalty(s) for failure to show good cause."

ELECT COMMENT(S):

Committees are required to file a Statement of Organization within 10 (calendar days) of completing their candidate qualification form.

GENERAL REGISTRAR COMMENT(S):

General Registrar provided calculations for assessed penalty.
 - See Petitioner's Provided Invoice

APPEAL PETITION
AND PETITIONER
SUPPLIED DOCUMENTS

Penalty Appeal for Committee: Eli Rybinni aka Shawn Hunter for Lynchburg City Council- At Large - CC-26-00305

Print

Petitioner Information

Email Address: [REDACTED]

First Name: Eli

Middle Name:

Last Name: Rybinni

Role in Committee: Candidate

Address Line 1: [REDACTED]

Address Line 2:

Suite:

City: [REDACTED] State: VA Zip: [REDACTED]

Phone Number: [REDACTED]

Are you appealing a penalty issued to a Committee or Individual? Committee

Penalized Committee Information

Committee Name: Eli Rybinni aka Shawn Hunter for Lynchburg City Council- At Large

Committee Code: CC-26-00305

Address Line 1: 1704 12th St

Address Line 2:

Suite: B

City: Lynchburg State: VA Zip: 24501

Report Information

Filing Period Start: 5/11/2026 12:00:00 AM

Filing Period End: 5/21/2026 12:00:00 AM

Filing Deadline for Report: 5/21/2026 12:00:00 AM

Penalty Information

Issuing Entity: General Registrar

Invoice Number:

Date of Penalty: 5/13/2026 12:00:00 AM

Amount of Penalty: \$200.00

Date of Receipt of Penalty Notice: 5/22/2026 12:00:00 AM

Appeal Information

Reason for Appeal:

- There was an administrative error in the assessment of the penalty.

Grounds for Appeal: I submitted my initial petition of qualified voters on April 9, 2026, to registrar Ms. Trish Jones. At that time I was informed by Ms. Jones that my petition could not be reviewed until after April 21, 2026, due to the special election. In late April I received a phone call from Ms. Jones informing me that I needed 20 more signatures from qualified voters in Lynchburg in order to be placed on the ballot. On May 11, 2026, I submitted the remaining 20 qualified voter signatures needed. On the same day, May 11, 2026, I received an email from Ms. Jones confirming that my petition was verified and that I met all the requirements to be placed on the ballot. She then sent another email notifying me that I needed to file my Statement of Organization within ten days. I did that on the same day, May 11, 2026, as soon as I opened a bank account. When I delivered her a copy in person, she mentioned that she had been on the phone with the Department of Elections Board in Richmond and that she was instructed by them to fine me. The law and her instructions require that I file this statement of organization within ten days and I did it on the same day. She assessed the fine on May 13th, long before the ten days had even passed. I followed her instructions for what to do. I should not be fined for following her instructions.

Relief Sought: I seek that this penalty be overturned because I have acted in good faith and followed all instructions provided by my local Registrars Office.

File Uploads:

File Type	File
Penalty Notice	Penalty Notice.pdf
Attachment Evidence	Appealcompressed.pdf



THE CITY OF LYNCHBURG
REGISTRAR'S OFFICE

825 Kemper Street | Kemper Street Station | Suite A
Lynchburg, VA 24501

May 13, 2026

Eli Rybinni



Dear Filer:

A statement of organization is required to be submitted within 10 days of undertaking any of the actions referenced in § 24.2-947.1 of the Code of Virginia. Our records indicate that your Statement of Organization was past due.

The § 24.2-947.1 also requires that a civil penalty be imposed for failure to file a Statement of Organization within 10 days.

As a result, the City of Lynchburg General Registrar must assess a penalty in the amount of \$200. Please make your check payable to the Treasurer of the City of Lynchburg and forward this payment to the City of Lynchburg Office of the General Registrar within 10 business days. If payment is not received within 30 days, the City of Lynchburg General Registrar will be required to forward this matter to the appropriate Commonwealth's attorney who must initiate proceedings for its collection.

Pursuant to Va. Code § 24.2-953.6(A), if circumstances made it impracticable to file or request an extension by the deadline or the penalty was wrongfully assessed due to an administrative error, you may file an appeal to the State Board within 60 days of receipt of the penalty at. Pursuant to Va. Code § 24.2-953.6(C), the State Board may, <https://cfapps.elections.virginia.gov/Appeal> in its discretion, grant relief for good cause shown. For questions related to the appeal process, please contact CFAppeals@elections.virginia.gov.

If you have any further questions, please feel free to contact our office at (434)477-5999.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patricia Jones', written over a light blue horizontal line.

Patricia Jones
General Registrar

Notice of Appeal

My name is Eli Rybinni, also known as Shawn Hunter, and I am a candidate for City Council At-Large in Lynchburg, VA. I received a letter dated May 13th from the City of Lynchburg Registrar's office notifying me of a civil penalty of \$200 imposed for "failure to file a Statement of Organization within 10 days." *Exhibit 1.*

Pursuant to Virginia Code **24.2-953.6(A)** and **24.2-953.6(C)**, I wish to appeal this penalty for the following reasons:

1. My records indicate that I submitted my initial Petition of Qualified Voters on April 9, 2026, to Registrar Ms. Trish Jones. See **Attachment A**. At that time, I was informed by Ms. Jones that my petition could not be reviewed until after April 21, 2026, due to the upcoming redistricting elections.

2. In late April, I received a phone call from Ms. Jones, informing me that I needed twenty more signatures from qualified voters in Lynchburg to be placed on the ballot. *Exhibit 2.*

3. On May 11, 2026, I submitted the remaining twenty qualified voter signatures needed.

4. On the same day, May 11, 2026, I received an email from Ms. Jones confirming that my petition was verified and that I met the requirements to be placed on the ballot. She then sent another email notifying me that I needed to file my Statement of Organization within 10 days. Following this, I opened a bank account and filed my Statement of Organization. When I delivered a copy to Ms. Jones, she mentioned that she had been on the phone with the Department of Elections Board in Richmond, which instructed her to fine me.

Attachment A

5. I respectfully request that this civil penalty be overturned, as I have acted in good faith and followed the instructions provided by my local Registrar's office. I was advised to reach out for guidance if I encountered any uncertainties. The record clearly demonstrates that I

have adhered to this guidance. As a newcomer to this process, I have been managing everything independently. Therefore, I sincerely ask that these civil penalties be rescinded.

Thank you for your consideration.

Eli Rybinni aka Shawn Hunter



THE CITY OF LYNCHBURG
REGISTRAR'S OFFICE

825 Kemper Street | Kemper Street Station | Suite A
Lynchburg, VA 24501

May 13, 2026

Eli Rybinni

Dear Filer:

A statement of organization is required to be submitted within 10 days of undertaking any of the actions referenced in § 24.2-947.1 of the Code of Virginia. Our records indicate that your Statement of Organization was past due.

The § 24.2-947.1 also requires that a civil penalty be imposed for failure to file a Statement of Organization within 10 days.

As a result, the City of Lynchburg General Registrar must assess a penalty in the amount of \$200. Please make your check payable to the Treasurer of the City of Lynchburg and forward this payment to the City of Lynchburg Office of the General Registrar within 10 business days. If payment is not received within 30 days, the City of Lynchburg General Registrar will be required to forward this matter to the appropriate Commonwealth's attorney who must initiate proceedings for its collection.

Pursuant to Va. Code § 24.2-953.6(A), if circumstances made it impracticable to file or request an extension by the deadline or the penalty was wrongfully assessed due to an administrative error, you may file an appeal to the State Board within 60 days of receipt of the penalty at.

Pursuant to Va. Code § 24.2-953.6(C), the State Board may, <https://cfapps.elections.virginia.gov/Appeal> in its discretion, grant relief for good cause shown. For questions related to the appeal process, please contact CFAppeals@elections.virginia.gov.

If you have any further questions, please feel free to contact our office at (434)477-5999.

Sincerely,



Patricia Jones
General Registrar



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

CANDIDATE FILING RECEIPT
VIRGINIA CODE §§ 24.2-501, 505, 506, AND 522

ELECT/GR Office Use Only

Candidate Forms

Name	Form Number	Date Received (MM/DD/YYYY)	Time Received (00:00 am/pm)	ELECT/GR Initials
Certificate of Candidate Qualification	SBE-501	04/09/2026	2:55 pm	JG
Statement of Economic Interests ¹	SOEI	04/09/2026	2:55 pm	JG
Declaration of Candidacy ²	SBE-505/520	04/09/26	2:55 pm	JG
Primary Filing Fee Receipt				
Statement of Organization ³	CFDA-947.1			

Petitions of Qualified Voters (SBE-506/521)⁴

Page Numbers	Total Pages	Date Received (MM/DD/YYYY)	Time Received (00:00 am/pm)	ELECT/GR Initials
1 through 24 ^{Double sided}	24	04/09/2026	2:55 pm	JG
1 through 5	29	05.11.2026	1:45 pm	JG
through				
through				
through				
through				

Party Forms

Name	Form Number	Date Received (MM/DD/YYYY)	Time Received (00:00 am/pm)	ELECT/GR Initials
Party Certification of Primary Candidates	ELECT-527			
Party Certification of Non-Primary Candidates	ELECT-511			

Certification of Receipt

I, the ELECT/GR employee certify that the information contained herein is true and accurate to the best of my knowledge.

ELECT/GR Employee:

TRISH Jones
Print Name

Signature:

Date:

04/09/26

¹ Not required for 1) incumbents (must file annual office holder SOEI), 2) candidates for US House of Representatives, or 3) candidates for US Senate. (Va. Code § 24.2-502)

² Must be filed with petitions, preferably with the first petition page filed. (Va. Code § 24.2-506)

³ Not a ballot qualifying form. Not required for candidates for 1) US House of Representatives, or 2) US Senate. (Va. Code § 24.2-947.1)



Eli Rybinni [REDACTED]

Petition of Qualified Voters

1 message

Jones, Patricia <patricia.jones@lynchburgva.gov>
To: [REDACTED]
Cc: Electoral Board <electoralboard@lynchburgva.gov>

Fri, Apr 24, 2026 at 12:58 PM

Hi Mr. Rybinni,

Our office has been trying to contact you by phone. I wanted to let you know that our office has finished processing your Petition of Qualified Voters that was filed. As you are aware, you need 125 signatures for ballot access. After processing your petition, you have a total of 105 signatures. Therefore, you need to gather another 20 qualified voters. If you have any questions, feel free to call me at (434)477-5999.



Patricia Jones

GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR

☎ 434.477.5999

F 434.947.2798

A 825 Kemper Street, Lynchburg, VA 24501

E registrar@lynchburgva.gov



Eli Rybinni [redacted]

Petition for Candidacy

5 messages

Jones, Patricia <patricia.jones@lynchburgva.gov>
To: [redacted]

Mon, May 11, 2026 at 2:34 PM

Hi Mr. Rybinni—

I just wanted to touch base and let you know that I have finished processing your petition and you have met the signature requirement. You are now qualified for ballot access. I will remind you that if you plan to campaign for office, you need to make sure you file with Campaign Finance. You can do this on the Virginia Department of Elections website. Just search campaign finance. If there is anything I can help you with, please let me know,

Trish

see 2nd page



Patricia Jones

GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR

☎ 434.477.5999

F 434.947.2798

A 825 Kemper Street, Lynchburg, VA 24501

E registrar@lynchburgva.gov

Eli Rybinni [redacted]
To: "Jones, Patricia" <patricia.jones@lynchburgva.gov>

Mon, May 11, 2026 at 3:03 PM

Thank you for your help! Blessings.

[Quoted text hidden]

--

Sincerely,

Eli Rybinni
[redacted]

Eli Rybinni [redacted]
To: katrice osborne <katriceosborne@gmail.com>

Mon, May 11, 2026 at 3:04 PM

[Quoted text hidden]

Jones, Patricia <patricia.jones@lynchburgva.gov>
To: Eli Rybinni [redacted]

Mon, May 11, 2026 at 3:08 PM

No problem! I have been on the phone with the Department of Elections. You need to file your Statement of Organization within 10 days of filing the Certificate of Candidate Qualifications. With that being said, you need to get that done very quickly.



Patricia Jones

GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR

O 434.477.5999

F 434.947.2798

A 825 Kemper Street, Lynchburg, VA 24501

E registrar@lynchburgva.gov

From: Eli Rybinni [REDACTED]
Sent: Monday, May 11, 2026 3:04 PM
To: Jones, Patricia <patricia.jones@lynchburgva.gov>
Subject: Re: Petition for Candidacy

CAUTION: External Sender

[Quoted text hidden]

Eli Rybinni [REDACTED]
To: "Jones, Patricia" <patricia.jones@lynchburgva.gov>

Tue, May 12, 2026 at 7:34 AM

Thank you.
[Quoted text hidden]



Statement of Organization CANDIDATE COMMITTEE

*Please read instructions before completing this form.

Type of Statement				
<input checked="" type="checkbox"/> NEW This committee is registering with the Virginia State Board of Elections for the first time. CC-26-00305	<input type="checkbox"/> AMENDED This committee is filing an amended Statement of Organization.			
		Date Changes Took Effect	SBE-issued Committee ID	
Committee Information				
Committee Information	Eli Rybinni aka Shawn Hunter for Lynchburg City Council- At Large			
	Name of Candidate Campaign Committee			
	1704 12th St	B		
	Street Address/PO Box	Suite #		
	Lynchburg	VA	24501	
	City	State	Zip Code	
Email Address		Daytime Phone #		
Campaign Website				
Candidate Information				
Candidate Information	Rybinni	Eli		
	Salutation	Last Name	First Name	Middle Name
	Residence Address		Apt #	Suffix
	City		State	Zip Code
	County or City of Residence		Voter Identification #	
	Email Address		Daytime Phone #	
	<input checked="" type="checkbox"/> By checking this box, I certify that I am currently registered to vote at the address above.			
	Election Information			
Election Information	Member City Council - At Large			
	Office Sought	District (if one)		
	Independent	2026	<input checked="" type="checkbox"/> November	<input type="checkbox"/> May <input type="checkbox"/> Sp
	Political Party	Year of Election	Type of Election	

GENERAL REGISTRAR
SUPPORTING
DOCUMENT(S)

From: [Jones, Patricia](#)
To: [Mynarski, Emily \(ELECT\)](#)
Subject: FW: Petition of Qualified Voters
Date: Wednesday, June 10, 2026 10:08:47 AM
Attachments: [image001.png](#)

Caution: This Email Originated Outside ELECT. Exercise Caution When Opening Attachments or Clicking Links, Especially From Unknown Senders.

This is the only email from April that I am able to find.



From: Jones, Patricia
Sent: Friday, April 24, 2026 12:59 PM
To: [REDACTED]
Cc: Electoral Board <electoralboard@lynchburgva.gov>
Subject: Petition of Qualified Voters

Hi Mr. Rybinni,

Our office has been trying to contact you by phone. I wanted to let you know that our office has finished processing your Petition of Qualified Voters that was filed. As you are aware, you need 125 signatures for ballot access. After processing your petition, you have a total of 105 signatures. Therefore, you need to gather another 20 qualified voters. If you have any questions, feel free to call me at (434)477-5999.



From: [Jones, Patricia](#)
To: [Mynarski, Emily \(ELECT\)](#)
Subject: Eli Rybinni
Date: Wednesday, June 10, 2026 9:01:38 AM
Attachments: [image001.png](#)

Caution: This Email Originated Outside ELECT. Exercise Caution When Opening Attachments or Clicking Links, Especially From Unknown Senders.

Hi Emily—

Below is the communication I had with Eli Rybinni that you requested.



Patricia Jones
GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR
O 434.477.5999
F 434.947.2798
A 825 Kemper Street, Lynchburg, VA 24501
E registrar@lynchburgva.gov

From: Jones, Patricia
Sent: Monday, May 11, 2026 3:08 PM
To: Eli Rybinni [REDACTED]
Subject: RE: Petition for Candidacy

No problem! I have been on the phone with the Department of Elections. You need to file your Statement of Organization within 10 days of filing the Certificate of Candidate Qualifications. With that being said, you need to get that done very quickly.



Patricia Jones
GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS
REGISTRAR
O 434.477.5999
F 434.947.2798
A 825 Kemper Street, Lynchburg, VA 24501
E registrar@lynchburgva.gov

From: Eli Rybinni [REDACTED]
Sent: Monday, May 11, 2026 3:04 PM
To: Jones, Patricia <patricia.jones@lynchburgva.gov>
Subject: Re: Petition for Candidacy

CAUTION: External Sender

Thank you for your help! Blessings.

On Mon, May 11, 2026 at 2:34 PM Jones, Patricia <patricia.jones@lynchburgva.gov> wrote:

Hi Mr. Rybinni—

I just wanted to touch base and let you know that I have finished processing your petition and you have met the signature requirement. You are now qualified for ballot access. I will remind you that if you plan to campaign for office, you need to make sure you file with Campaign Finance. You can do this on the Virginia Department of Elections website. Just search campaign finance. If there is anything I can help you with, please let me know,

Trish



Patricia Jones

GENERAL REGISTRAR AND DIRECTOR OF ELECTIONS

REGISTRAR

O 434.477.5999

F 434.947.2798

A 825 Kemper Street, Lynchburg, VA 24501

E registrar@lynchburgva.gov

--

Sincerely,

Eli Rybinni



JACOBSON FOR SCHOOL BOARD - AT LARGE (CC-26-00025)

BASIS FOR APPEAL:

Administrative Error

GROUND(S) FOR RELIEF:

Candidate stated that they were unable to submit the Statement of Organization due to a previous Statement of Organization needing approval from ELECT.

REPORT(S) APPEALED:

4/19/2026 (SOO) - Submitted 5/12/2026
 - Penalty Assessed (\$500) 5/29/2026 by
 Newport News City General Registrar
 Vicki Lewis

RELIEF REQUESTED:

Forgiveness of Assessed Penalty (\$500)

LATE FILING HISTORY:

No Prior Late Filings on Record

MITIGATING FACTOR(S):

Candidate had trouble opening Statement of Organization.

AGGRAVATING FACTOR(S):

Committee had 10 days to file the Statement of Organization.

SUGGESTED MOTIONS:

GRANT, AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness for the \$500 assessed penalty.*)"

GRANT, NOT AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief ...(*state relief to be granted if different than requested.*)"

DISMISS PETITION: "Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner's appeal of the assessed campaign finance penalty(s) for failure to show good cause."

ELECT COMMENT(S):

The committee was provided communication that they needed to close the previous Statement of Organization back on January 18, 2026. He did not complete the requirements until May 26, 2026. This was communicated via email.

- See ELECT Supporting Document(s)

GENERAL REGISTRAR COMMENT(S):

General Registrar provided calculations for assessed penalty.

- See Petitioner's Provided Invoice

APPEAL PETITION
AND PETITIONER
SUPPLIED DOCUMENTS

Penalty Appeal for Committee: Jacobson For School Board - At Large - CC-26-00025

Print

Petitioner Information

Email Address: francisdecoach@gmail.com

First Name: Francis

Middle Name: Chukwuma

Last Name: Jacobson

Role in Committee: Candidate

Address Line 1: 773 Selkirk Dr

Address Line 2:

Suite:

City: Newport News **State:** VA **Zip:** 23602

Phone Number: (757) 303-2881

Are you appealing a penalty issued to a Committee or Individual? Committee

Penalized Committee Information

Committee Name: Jacobson For School Board - At Large

Committee Code: CC-26-00025

Address Line 1: PO Box 2155

Address Line 2:

Suite:

City: Newport News **State:** VA **Zip:** 23609

Report Information

Filing Period Start: 1/1/2026 12:00:00 AM

Filing Period End: 3/31/2026 12:00:00 AM

Filing Deadline for Report: 4/15/2026 12:00:00 AM

Penalty Information

Issuing Entity: General Registrar

Invoice Number:

Date of Penalty: 5/29/2026 12:00:00 AM

Amount of Penalty: \$500.00

Date of Receipt of Penalty Notice: 5/29/2026 12:00:00 AM

Appeal Information

Reason for Appeal:

- Circumstances made filing the required report or requesting an extension by the deadline impracticable.

Grounds for Appeal: 1. Inability to File Due to Pending Statement of Organization Approval My previous campaign committee, Francis Jacobson for Sheriff, has a consistent record of timely financial reporting and compliance with campaign finance requirements. Why attempting to close out that committee, I established a new committee, Jacobson for School Board At Large, and submitted the Statement of Organization along with my petition to the Newport News Voter Registrar, where it was approved. However, a discrepancy related to balancing the prior committee account arose after submission. Resolving this issue required approximately two months of work in coordination with Virginia Department of Elections staff, including assistance from Mr. Donald Gaines. Because of this unresolved issue, the Statement of Organization for Jacobson for School Board At Large remained in a rejected status within the Department of Elections system. As a result, we were unable to access the committee in COMET and therefore had no practical means of filing the required report. Additionally, the committee received no contributions or expenditures during this period. We communicated our circumstances to the City Voter Registrar and explained that filing through COMET was not possible while the committee remained unapproved. Based on those communications, I believed the matter was understood and that compliance would be addressed once the committees status was resolved. 2. Committee Approval and Current Filing Status The Statement of Organization for Jacobson for School Board At Large was approved on May 29, 2026. Following approval, the committee became accessible through COMET. The Department of Elections website currently reflects the reporting period of May 28, 2026, through June 30, 2026, with a filing deadline of July 15, 2026. Given that the committee could not access COMET until the Statement of Organization was approved, I respectfully submit that filing the report earlier was impracticable and beyond the committees control.

Relief Sought: Because the Statement of Organization was initially rejected, the committee was unable to complete the organizational steps necessary to begin operations. Specifically, the committee was not eligible to open a bank account, distribute campaign materials, solicit or accept contributions, or engage in fundraising activities until the Statement of Organization was accepted. As a result, the committee had no campaign activity to report during the relevant reporting period. The failure to file was not due to willful neglect, but rather stemmed from the committees inability to operate while its organizational filing remained unresolved. For these reasons, I respectfully request that the 500 penalty be waived or forgiven. The Statement of Organization has now been accepted, and the committee is properly organized and authorized to conduct campaign activities. The committee remains committed to full compliance with all reporting requirements and will timely report any activity during the upcoming filing period due July 15, 2026.

File Uploads:

File Type	File
Penalty Notice	Jacobson notification of fine.pdf
Attachment Evidence	VA Elections.png



Office of the Voter Registrar
City of Newport News
2400 Washington Avenue, 6th Floor
Newport News, VA 23607

May 29, 2026

Francis Jacobson
773 Selkirk Dr.
Newport News, VA 23602

Dear Mr. Jacobson:

A statement of organization is required to be submitted within 10 days of undertaking any of the actions referenced in § 24.2-947.1 of the Code of Virginia. Our records indicate that your Statement of Organization is past due.

The § 24.2-947.1 also requires that a civil penalty be imposed for failure to file a Statement of Organization within 10 days.

As a result, the Newport News General Registrar must assess a penalty of **\$500.00**. Please make your check payable to the **City of Newport News and forward this payment to the Newport News office of the General Registrar within 10 business days**. If payment is not received within 30 days, Newport News General Registrar will be required to forward this matter to the appropriate Commonwealth's attorney, who must initiate proceedings for its collection. The Statement of Organization must be filed within ten (10) business days from the date of this letter.

Pursuant to Va. Code § 24.2-953.6(A), if circumstances made it impracticable to file or request an extension by the deadline or the penalty was wrongfully assessed due to an administrative error, you may file an appeal to the State Board within 60 days of receipt of the penalty. Pursuant to Va. Code § 24.2-953.6(C), the State Board may, <https://cfapps.elections.virginia.gov/Appeal> in its discretion, grant relief for good cause shown. For questions related to the appeal process, please contact CFAppeals@elections.virginia.gov.

If you have any further questions, please feel free to contact our office at 757-926-8683.

Sincerely,

A handwritten signature in black ink that reads 'Vicki V. Lewis'.

Vicki V. Lewis
Director of Elections/General Registrar

Jacobson For School Board - At Large has been rejected Inbox x

 info@elections.virginia.gov

to me ▾



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

The amended Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Committee must close previous Statement of Organization (◆24.2-948.4.): Francis Jacobson for Sheriff (CC-25-00118)

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov



ELECT
SUPPORTING
DOCUMENT(S)

Jacobson For School Board - At Large - CC-26-00025

X

Contacts

Custodian Jacobson For School Board -
At Large



Subject: Jacobson For School Board - At Large has been rejected

Email Content:



• VIRGINIA •
DEPARTMENT of ELECTIONS

The Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Committee must close previous Statement of Organization (§24.2-948.4.); Francis Jacobson for Sheriff (CC-25-00118)

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 1/20/2026 10:14:00 AM

Sent By: Entered by: [Mynarski, Emily](#)
Sent From: cfda@elections.virginia.gov

Jacobson For School Board - At Large - CC-26-00025

X

Contacts

Custodian	Jacobson For School Board - At Large	[REDACTED]
-----------	---	------------

Subject: Jacobson For School Board - At Large has been rejected

Email Content:



• VIRGINIA •
DEPARTMENT of ELECTIONS

The amended Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Committee must close previous Statement of Organization (§24.2-948.4.): Francis Jacobson for Sheriff (CC-25-00118)

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 2/2/2026 8:17:00 AM

Sent By: Entered by: [Mynarski, Emily](#)
Sent From: cfda@elections.virginia.gov

Jacobson For School Board - At Large - CC-26-00025

X

Contacts

Committee Jacobson For School Board - At Large



Subject: Jacobson For School Board - At Large has been rejected

Email Content:



The amended Statement of Organization for Jacobson For School Board - At Large, CC-26-00025 has been rejected for the following reason(s):

Other-Committee address is either PO Box or Physical address. Please correct and resubmit.

Click on the following link and open the document to make the required changes and resubmit

<https://cf.elections.virginia.gov>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 5/28/2026 11:55:00 AM

Sent By: Entered by: [Gaines, Donald](#)
Sent From: cfda@elections.virginia.gov

From: [Francis Jacobson](#)
To: [Campaign Finance Penalty Appeals \(ELECT\)](#)
Cc: [Vicki V. Lewis](#)
Subject: Appeal of COMET Filing Penalty
Date: Wednesday, June 3, 2026 11:08:15 AM

Caution: This Email Originated Outside ELECT. Exercise Caution When Opening Attachments or Clicking Links, Especially From Unknown Senders.

To Whom It May Concern:

I hope this email finds you well.

I am writing to respectfully appeal the \$500 penalty assessed against my campaign for the alleged failure to timely file a report in COMET.

I respectfully request that the penalty be waived for the following reasons:

1. Inability to File Due to Pending Statement of Organization Approval

My previous campaign committee, *Francis Jacobson for Sheriff*, has a consistent record of timely financial reporting and compliance with campaign finance requirements.

Why attempting to close out that committee, I established a new committee, *Jacobson for School Board – At Large*, and submitted the Statement of Organization along with my petition to the Newport News Voter Registrar, where it was approved. However, a discrepancy related to balancing the prior committee account arose after submission. Resolving this issue required approximately two months of work in coordination with Virginia Department of Elections staff, including assistance from Mr. Donald Gaines.

Because of this unresolved issue, the Statement of Organization for *Jacobson for School Board – At Large* remained in a rejected status within the Department of Elections system. As a result, we were unable to access the committee in COMET and therefore had no practical means of filing the required report.

Additionally, the committee received no contributions or expenditures during this period. We communicated our circumstances to the City Voter Registrar and explained that filing through COMET was not possible while the committee remained unapproved. Based on those communications, I believed the matter was understood and that compliance would be addressed once the committee's status was resolved.

2. Committee Approval and Current Filing Status

The Statement of Organization for *Jacobson for School Board – At Large* was approved on May 29, 2026. Following approval, the committee became accessible through COMET. The Department of Elections website currently reflects the reporting period of May 28, 2026, through June 30, 2026, with a filing deadline of July 15, 2026.

Given that the committee could not access COMET until the Statement of Organization was approved, I respectfully submit that filing the report earlier was impracticable and beyond the

committee's control.

For these reasons, I respectfully request that the \$500 penalty be waived. The committee remains committed to full compliance with all reporting requirements and will report any activity during the upcoming filing period due July 15, 2026.

Thank you for your time and consideration of this appeal. I would be happy to provide any supporting documentation or correspondence that may assist in reviewing this matter.

Sincerely,

Francis Jacobson
Jacobson for School Board – At Large

FRIENDS OF ANDY PITTMAN (CC-22-00769)

BASIS FOR APPEAL:

Filing Report/Requesting Extension Impracticable by Deadline

GROUND(S) FOR RELIEF:

Candidate's daughter is severely ill, and the candidate was traveling for daughter's treatment on the day of the deadline.

REPORT(S) APPEALED:

1/15/2026

- Penalty Assessed (\$1,000) 1/16/2026 by ELECT

RELIEF REQUESTED:

Forgiveness of the Penalty (\$1,000)

LATE FILING HISTORY:

7/15/2024 - UNPAID (\$100)

AGGRAVATING FACTOR(S):

Committee had 15 days to file the report. Committee received two email reminders for the deadline.

MITIGATING FACTOR(S):

Illness in the candidate's family impacted the candidate's availability during the deadline.

SUGGESTED MOTIONS:

GRANT, AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*Petitioner is requesting forgiveness of the \$1,000 assessed penalty.*)"

GRANT, NOT AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief...(state relief to be granted if different than requested)."

DISMISS PETITION: "Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner's appeal of the assessed campaign finance penalty(s) for failure to show good cause."

APPEAL PETITION
AND PETITIONER
SUPPLIED DOCUMENTS

Penalty Appeal for Committee: Friends of Andy Pittman - CC-22-00769

Print

Petitioner Information

Email Address: [REDACTED]

First Name: Andrew

Middle Name:

Last Name: Pittman

Role in Committee: Candidate

Address Line 1: [REDACTED]

Address Line 2:

Suite:

City: [REDACTED] State: VA Zip: [REDACTED]

Phone Number: [REDACTED]

Are you appealing a penalty issued to a Committee or Individual? Committee

Penalized Committee Information

Committee Name: Friends of Andy Pittman

Committee Code: CC-22-00769

Address Line 1: P.O. Box 8336

Address Line 2:

Suite:

City: Norfolk State: VA Zip: 23503

Report Information

Filing Period Start: 11/28/2025 12:00:00 AM

Filing Period End: 12/31/2025 12:00:00 AM

Filing Deadline for Report: 1/15/2026 12:00:00 AM

Date Report was Submitted: 1/16/2026 12:00:00 AM

Penalty Information

Issuing Entity: Virginia Dept. of Elections

Invoice Number: CC-22-00769-102

Date of Penalty: 1/16/2026 12:00:00 AM

Amount of Penalty: \$1,000.00

Date of Receipt of Penalty Notice: 1/16/2026 12:00:00 AM

Appeal Information

Reason for Appeal:

- Circumstances made filing the required report or requesting an extension by the deadline impracticable.

Grounds for Appeal: I am appealing the Jan. 16, 2026 imposition of a 1,000 penalty for late filing of the finance report due on Jan. 15, 2026. Good cause for granting this appeal exists because circumstances made filing the required report or requesting an extension by the deadline impracticable. In June 2025, my then 14-month old daughter was diagnosed with a very rare and aggressive leukemia / brain cancer. In Oct. 2025, following chemotherapy treatments at a childrens hospital in Virginia, my daughter was transferred out of state to Duke University Hospital in North Carolina for stem cell therapy, and continues to receive treatment from Duke. On Jan. 15, the date the report was due, I was out of state at Duke with my family for an extended appointment over 5 hours and a lengthy conference with our lead stem cell doctor to discuss weighty decisions regarding next treatment steps, including which maintenance chemotherapy drugs my daughter should receive as part of her treatment regimen. That night, I fell asleep while putting my other two children to bed. I woke up at approximately 130 a.m., and saw an email from the Department of Elections advising that a penalty was assessed for missing the reporting deadline. That email was sent at 1209 a.m. on Jan. 16. I had not realized on the 15th that the report was due given my focus on my daughters care and treatment plan. I did not receive any reminder emails from the Department of Elections on Jan. 15 advising that the report was due that day. I took immediate corrective action, and stayed awake through the middle of the night working on the report, which I submitted at 327 a.m., less than 3 and 1/2 hours past the midnight deadline. I have tried on multiple occasions to submit reports early before the deadline, but the COMET system will only allow me to submit reports on the day that they are due. It would be helpful if the system were adjusted to allow for early filing of the reports before the due date. Having only a 24 hour window to submit a report does not allow sufficient flexibility for unexpected life circumstances. it would also be helpful if the Department of Elections sent reminder emails on the day the report is due. The circumstances here do not merit the severity of the penalty imposed. There was no harm or prejudice caused by the brief delay in filing the report. There were no significant items to report - the report only included less than 250 in reported expenditures. The report was filed less than 3 and 1/2 hours late, and prior to the start of the next business day. As stated above, I took immediate corrective action upon learning that the report was past due.

Relief Sought: In light of the above, and for good cause shown, I respectfully request relief in the form of complete forgiveness of the penalty imposed, and a retroactive extension of the due date to Jan. 16, 2026. I appreciate the Boards consideration of this appeal.

Friends of Andy Pittman - CC-22-00769

Elect	Contacts		
Pr	Custodian	Friends of Andy Pittman	[Redacted]
P	Admin	Andrew Pittman	[Redacted]

Subject: Notice of Penalty Assessed For Friends of Andy Pittman CC-22-00769

Email Content:



The report due 1/15/2026 11:59:59 PM for filing period 11/28/2025 through 12/31/2025 has not been received by the Department of Elections to date. You are required to file reports according to your report schedule, even if there is no activity during the given filing period.

The penalty for failure to file a timely report has been assessed at \$1000. Please refer to Invoice Number CC-22-00769-102 when making payment.

If the report has not been received by the Department of Elections within 60 days of the due date, a certified letter may be sent to the Committee's main address.

If the penalty has not been paid within 100 days of the due date, a notification will be sent to the Commonwealth's Attorney to pursue collection of this penalty.

You may login to the following Website to view your report schedule. enter expenditures. receipts. loans. and debts. and review and submit reports:

<https://cf.elections.virginia.gov/>

Pursuant to Va. Code Section 24.2-953.6(A), if circumstances made it impracticable to file or request an extension by the deadline or the penalty was wrongfully assessed due to an administrative error, you may file an appeal to the State Board within 60 days of receipt of the penalty at <https://cfapps.elections.virginia.gov/Appeal>.

Pursuant to Va. Code Section 24.2-953.6(C), the State Board may, in its discretion, grant relief for good cause shown. For questions related to the appeal process, please contact CFAppeals@elections.virginia.gov.

If you feel you have received this email in error or if there are any general questions related to the penalty, please contact us at CFDA@elections.virginia.gov.

Department of Elections
 Campaign Finance
 Washington Building, First Floor
 1100 Bank Street
 Richmond, VA 23219
 800-552-9745
cfda@elections.virginia.gov

Sent: 1/16/2026 12:09:00 AM

Sent By: Entered by: [Agent, SQL Execute](#)
 Sent From: cfda@elections.virginia.gov

[View Email](#) Notice of Penalty Assessed For Friends of Andy Pitt... 01/16/2026 12:09 AM [Agent, SQL Exec...](#) Sent

[View Email](#) Document Review and Records Request Reminder 12/15/2025 6:10 PM [Alexander, Tam...](#) Sent

NEXT GEN LEADERSHIP (PAC-24-00058)

BASIS FOR APPEAL:

Filing Report/Requesting Extension Impracticable by Deadline

GROUND(S) FOR RELIEF:

Petitioner states that the committee is unable to pay the penalty.

REPORT(S) APPEALED:

6/1/2026

- Penalty Assessed (\$1000) 6/2/2026 by ELECT

RELIEF REQUESTED:

Forgiveness of the Assessed Penalty (\$1000)

LATE FILING HISTORY:

9/15/2025 \$100 PAID

4/15/2026 \$100 UNPAID

AGGRAVATING FACTOR(S):

7 Days to File

Committee did not login to COMET to attempt to submit a report prior to the deadline.

SUGGESTED MOTIONS:

GRANT, AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief as requested by the petitioner (*requested relief is forgiveness of the assessed penalty*)."

GRANT, NOT AS REQUESTED: "Pursuant to § 24.2-953.6 of the Code of Virginia, because the petitioner has demonstrated good cause to justify relief of the assessed campaign finance penalty(s), I move that the State Board of Elections grant relief *...(state relief to be granted if different than requested)*."

DISMISS PETITION: "Pursuant to § 24.2-953.6 of the Code of Virginia, I move that the State Board of Elections dismiss the petitioner's appeal of the assessed campaign finance penalty(s) for failure to show good cause."

ELECT COMMENT(S):

Committees are required to file reports regardless of activity, and committee received two email reminders prior to the deadline.

- See ELECT Supporting Documents

Committee did not login, since the last report filed on April 17, 2026, in COMET during the filing period.

- See ELECT Supporting Documents

APPEAL PETITION
AND PETITIONER
SUPPLIED DOCUMENTS

Penalty Appeal for Committee: Next Gen Leadership - PAC-24-00058

Print

Petitioner Information

Email Address: [REDACTED]

First Name: Phazhon

Middle Name:

Last Name: Nash

Role in Committee: Treasurer

Address Line 1: [REDACTED]

Address Line 2:

Suite:

City: [REDACTED] State: VA Zip: [REDACTED]

Phone Number: [REDACTED]

Are you appealing a penalty issued to a Committee or Individual? Committee

Penalized Committee Information

Committee Name: Next Gen Leadership

Committee Code: PAC-24-00058

Address Line 1: PO BOX 12182

Address Line 2:

Suite:

City: Roanoke State: VA Zip: 24023

Report Information

Filing Period Start: 4/1/2026 12:00:00 AM

Filing Period End: 5/25/2026 12:00:00 AM

Filing Deadline for Report: 6/1/2026 12:00:00 AM

Date Report was Submitted: 6/2/2026 12:00:00 AM

Penalty Information

Issuing Entity: Virginia Dept. of Elections

Invoice Number: PAC-24-00058-103

Date of Penalty: 6/2/2026 12:00:00 AM

Amount of Penalty: \$1,000.00

Date of Receipt of Penalty Notice: 6/2/2026 12:00:00 AM

Appeal Information

Reason for Appeal:

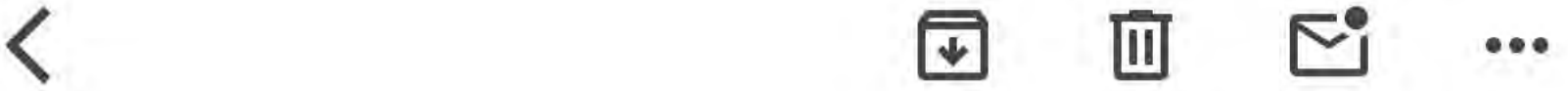
- Circumstances made filing the required report or requesting an extension by the deadline impracticable.

Grounds for Appeal: The report in question was a report of no activity, as the account had absolutely no financial activity during the filing period. While I fully acknowledge that the report was submitted after the June 1 deadline, it was filed the morning of June 2 at approximately 800 AM, less than 10 hours late. The filing was submitted promptly after realizing the missed deadline. The report reflected no campaign activity whatsoever. The filing was only a matter of hours late. A 1,000 penalty for a no-activity report filed less than 10 hours late creates a very significant financial hardship and is simply not financially feasible for me to absorb over an honest and unintended mistake.

Relief Sought: I humbly ask that the penalty be waived in its entirety or substantially reduced to 100.00.

File Uploads:

File Type	File
Penalty Notice	IMG_2649.png



Notice of Penalty Assessed For Next Gen Leadership



PAC-24-00058 Inbox



info 12:05 AM

to me ▾



★ VIRGINIA ★
DEPARTMENT of ELECTIONS

The report due 6/1/2026 11:59:59 PM for filing period 04/01/2026 through 05/25/2026 has not been received by the Department of Elections to date. You are required to file reports according to your report schedule, even if there is no activity during the given filing period.

The penalty for failure to file a timely report has been assessed at \$1000. Please refer to Invoice Number PAC-24-00058-103 when making payment.

If the report has not been received by the Department of Elections within 60 days of the due date, a certified letter may be sent to the Committee's main address.

If the penalty has not been paid within 100 days of the due date, a notification will be sent to the Commonwealth's Attorney to pursue collection of this penalty.

You may login to the following Website to view your report schedule, enter expenditures, receipts, loans,

← Reply

→ Forward



ELECT
SUPPORTING
DOCUMENT(S)

COMET User Activity - Login Information

Show 25 entries

Search:

User Name	Time Accessed	Details
[REDACTED]	9/16/2025 7:26:23 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 7:26:30 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 7:27:24 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 7:28:54 AM	{ "Information": [{ "ResourceInfo": "Password Reset Link Request", "Cont...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:29:06 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 7:39:23 AM	{ "Information": [{ "ResourceInfo": "Password Link Clicked", "ControllerA...
	9/16/2025 10:14:15 AM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 10:14:28 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	9/16/2025 2:14:12 PM	{ "Information": [{ "ResourceInfo": "Login Failure", "ControllerAction": "A...
	9/16/2025 2:14:25 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	9/16/2025 4:45:00 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	10/9/2025 7:38:18 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	11/4/2025 5:47:50 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	11/20/2025 5:24:28 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	12/21/2025 8:27:15 PM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	1/5/2026 10:11:13 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	4/16/2026 10:58:29 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	4/17/2026 2:10:28 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	4/17/2026 9:31:22 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...
	6/2/2026 8:05:18 AM	{ "Information": [{ "ResourceInfo": "Login Successful", "ControllerAction...

Showing 1 to 23 of 23 entries (filtered from 51,680 total entries)

Reporting Period for Next Gen Leadership - PAC-24-00058



Report Type: Scheduled
 Filing Status: Late ⚠️
 Begin Date: 04/01/2026
 End Date: 05/25/2026
 Due Date: 06/01/2026 11:59 PM
 Date Filed: 06/02/2026 8:06 AM

Submitted On	Submitted By	Is Amendment?	Final Report
6/2/2026 8:06:23 AM	[REDACTED]		No View Report

Emails

View Email	Subject	When	Who	Email Sent
View Email	06/01/2026 Report Received	06/02/2026 8:06 AM	Nash, Phazhon	Sent

Emails

View Email	Subject	When	Who	Email Sent
View Email	Notice of Report Due for Next Gen Lead...	05/25/2026 6:10 AM	Agent, SQL Exec...	Sent
View Email	Notice of Report Due for Next Gen Lead...	05/31/2026 6:15 AM	Agent, SQL Exec...	Sent

Notes

Attachments



★ VIRGINIA ★
STATE BOARD *of* ELECTIONS

Closed Session

BOARD WORKING PAPERS