



*"In an election for a local office in a locality with a population of no more than 4,000 persons, if the person having the highest number of votes for the office is elected by write-in votes and is not qualified to hold such office or declines to assume such office, the person having the second highest number of votes shall be deemed to have been elected to such office and shall receive the certificate of election. In the event that the person having the second highest number of votes is not qualified to hold such office or declines to assume such office, the person having the next highest number of votes shall be deemed to have been elected to such office and shall receive the certificate of election. In the event that the person having the next highest number of votes is not qualified to hold such office or declines to assume such office, a vacancy shall be declared and filled by special election."* (VA Code § 24.2-673(B))

**INSTRUCTIONS:**

- Complete this form in its entirety.
- Submit the completed form to the general registrar of the county or city in which you reside.

Name: \_\_\_\_\_ Election Date: \_\_\_\_\_

Office: \_\_\_\_\_ General Election: ☐ Special Election: ☐

Locality: \_\_\_\_\_ District: \_\_\_\_\_

I, \_\_\_\_\_, as the write-in candidate having received the required number of votes to be elected to the office listed above hereby decline to assume office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date