



Virginia Elections Workshop

Thursday, July 18, 2024



Presented by: Sarah Outten

Logic and Accuracy Testing

Logic and Accuracy Testing

***Preparation, Purpose, and the
Aftermath***

GROUP QUERIES

1. What do you consider the most important aspect of L&A testing for machines and/or EPBs?
2. In three sentences, how would you articulate your L&A security plan?
3. How do you document the L&A process?
4. Who is involved in your L&A? Do you communicate in advance? Do you utilize teams?
5. How does this process contribute to your success or that of your officers on election day?





Three Themes

1. Document that a thorough test was performed.
2. Test with the mindset to eliminate issues for the OOE's.
3. Expect to answer FOIA requests during or after November for L&A documentation.





Timing: Constant

Voting Systems Preparation

- **Voting Systems Security Plan**
 - Tracks software versions operating voting equipment and EPBs
 - Logs where equipment is securely stored
 - Logs when equipment is sent to the vendor for service and returned
 - Excel spreadsheet with Serial Numbers for each piece of equipment
 - Extremely helpful when preparing L&A testing documents, i.e., Word Mail Merge
 - Extremely helpful for chain of custody as proof of security prior to L&A testing

Reminder: *Your EB's Certification Letter is due September 6- see May 24 advisory for details and link to Formsite submission form.*

Voting Equipment L&A Preparation

Ballot Approval for November

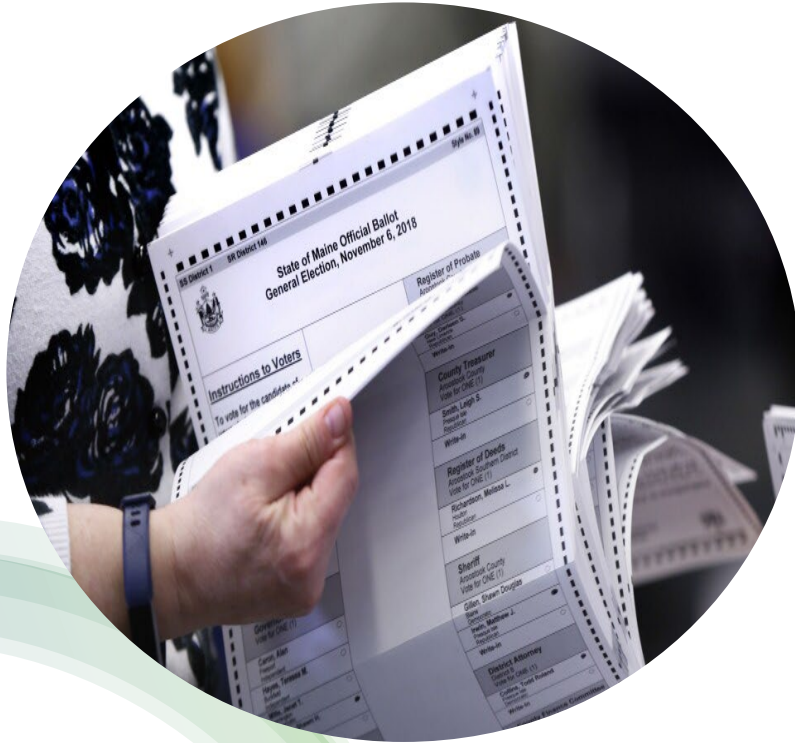


- Presidential election years always present tight deadlines for ballot approval.
- We all hope for stability through this and ELECT will make every effort to get approvals through expeditiously.
- Prepare your voting equipment vendors and ballot printers with the potentially truncated schedule of, worst case scenario, a proofing time-window of Friday, September 6th through commencement on Friday, September 20th.
- In organizing ballot delivery, we recommend a staggered delivery of designated quantities for by-mail and in-person absentee.



Timing: With time allowed for notice to be mailed to Political Party Chairs prior to Absentee Commencement

L&A Preparation for Voting Equipment



- Voting Equipment
 - Official ballots per precinct
 - Test deck
 - If applicable, print on demand ballots by precinct
 - ADA ballots
 - Expected results
- Test Deck ballots test over-voting, under-voting, and blank ballots for accuracy.

L&A Voting Equipment Documentation

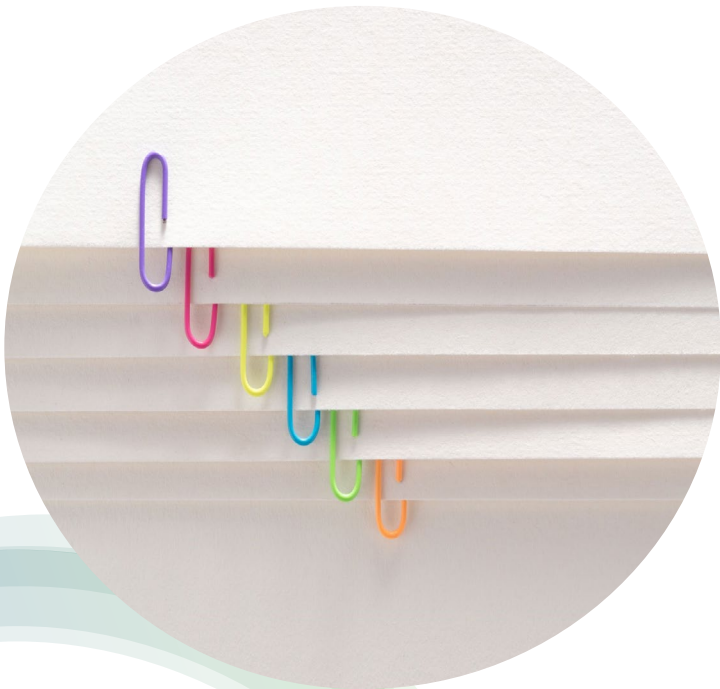
1. Team sign-off sheet, zero tape, result tape, return to zero tape.
2. Team sign-off sheet – reviewed by voting equipment custodian\manager.
3. Team sign-off sheet – review and signed by the GR.
4. Complete sets of Test Deck ballots



***It is critical to ensure all machines have been zeroed out prior to closing them.**

L&A Aftermath for Voting Equipment

- Consolidate and securely store all of your L&A testing paperwork to be ready for FOIA requests.
- Understand the large volume of paper and the difficulty of making copies of voting equipment tapes.
- Remember that FOIA allows a charge to be assessed to compensate for time and supplies incurred in making copies of original documents.
- If visual inspections are utilized, position staff to ensure that documents do not go missing.





Timing: Before Testing

Electronic Pollbook Preparation

- In accordance with the Voting Systems Security Plan
 - Make sure the base firmware is up to date or iOS version is current to Vendor's specification
- These updates can be time consuming and would be better managed before L&A testing.
- Talk with your vendor or user group about EPB settings or prompts.





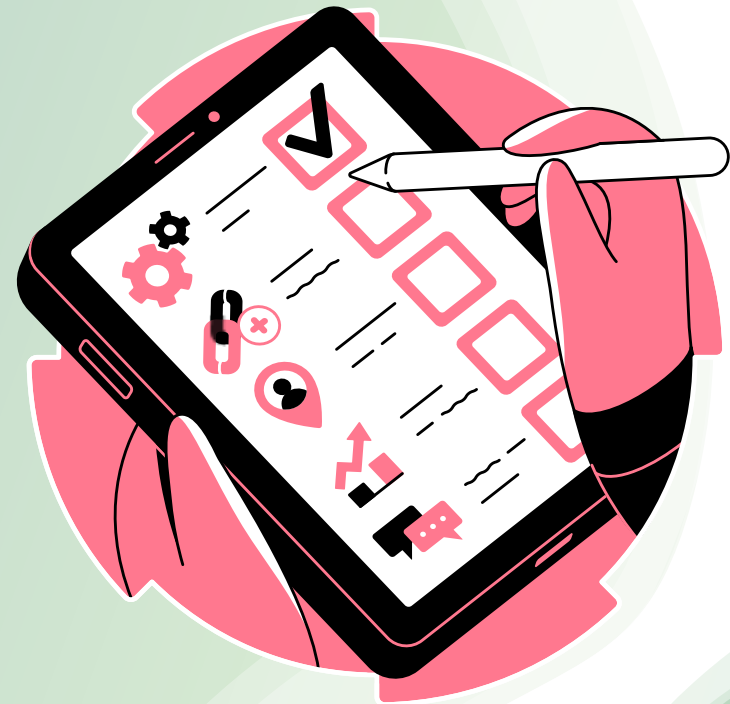
Timing: Before Testing or During Testing

Electronic Pollbook Preparation

- Test, as appropriate to the EPB's use, the scenarios present in the What If...
- Pull additional VERIS reports other than the pollbook file as corroborative sources to fact-check the EPB's data.
 - **Final Absentee Report** (CSV – Converted to Excel, add table, and filter by desired precinct and desired AB metric).
- Reports Library > Statistics > **Registrant Counts by Locality** which provides Active, Inactive, Military, Overseas, Federal by precinct.
- Reports Library > Voter > **SSN Duplicate Registrant Listing** for rare "A" symbol or 000-00-0000 (What If... question 13).

EPB Preparation Documentation

1. Team sign-off sheet, voter check-in receipts, summary results confirmed, return to zero tape.
2. Team sign-off sheet – reviewed by voting equipment custodian\manager.
3. Team sign-off sheet – review and signed by the GR.



L&A Aftermath for EPB



- Consolidate and securely store all of your L&A testing paperwork to be ready for FOIA requests.
- Understand the large volume of paper and the difficulty of making copies of voting equipment tapes.
- Remember that FOIA allows a charge to be assessed to compensate for time and supplies incurred in making copies of original documents.
- If visual inspections are utilized, position staff to ensure that documents do not go missing.

EPB Preparation Tip



Double check that EPBs turn on correctly **AFTER** downloading pollbook data on Sunday to ensure they work for officers of election on Election Day.

What are ELECT's commitments?

1. ELECT is working on a more robust L&A certification process:
 - More checklist driven for all the things tested (Thorough Test)
 - Actual signature
 - Only one survey to be completed before early voting and again after election day
2. ELECT is partnering with Ricky Keech in Loudoun and would love to partner with other EPB user groups in developing thorough test scripts.
3. Timing is complicated in Presidential election years. Come and find me about the best time to organize and discuss partnering opportunities.



Questions?





Presented by: Tammy Alexander

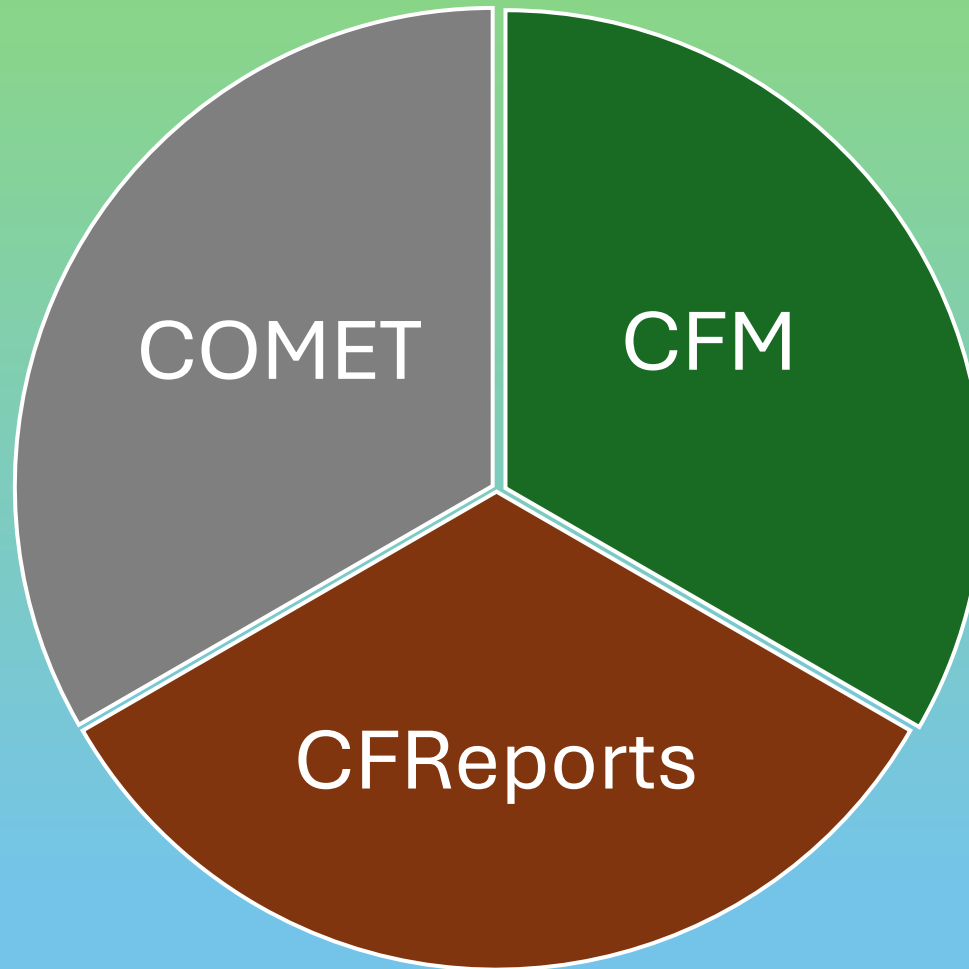
Campaign Finance

Campaign Finance

From the Beginning

Candidate

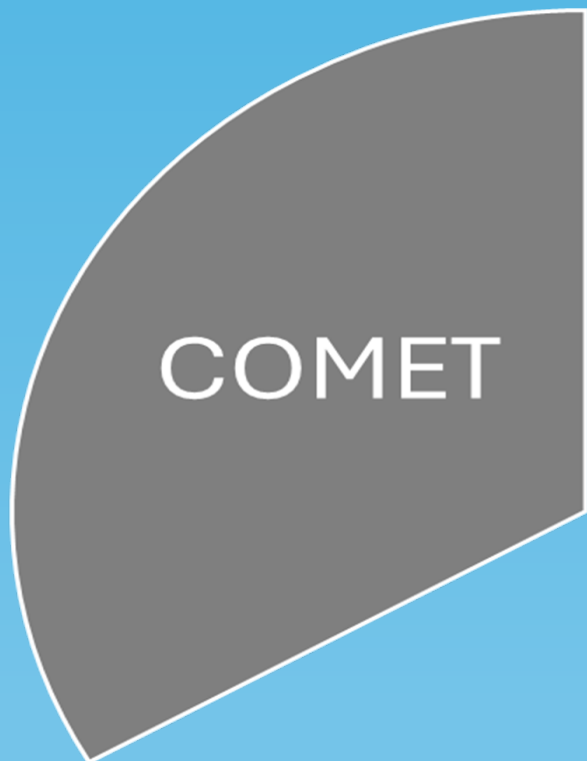
ELECT CF Staff



General Registrar

In the beginning there was nothing.

Then someone logged into COMET.



§24.2-946.1.

<https://cf.elections.virginia.gov>



Log On

Please enter your user name and password. Your user name is the email address you used to create this account.

[Register here](#) if you don't have an account.

If you have forgotten your password [click here for the Password Reset](#) page.

Account Information

User Name (Email Address)*

tammy.alexander@elections.virg

Password*

••••••••

NOTICE AND WARNING:

This computer system is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using this system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to State or Federal criminal prosecution and penalties.

Log On



Welcome to the Virginia Department of Election's Committee Tracking System!

File a Statement of Organization

[Candidate Campaign Committee](#)

The committee designated by a candidate to receive all contributions and make all expenditures for them or on their behalf in

[Show More](#)

[Federal Political Action Committee](#)

Any political action committee registered with the Federal Election Commission that makes contributions to candidates or

[Show More](#)

[Inaugural Committee](#)

Any organization, person or group of persons that anticipate receiving contributions or making expenditures,

[Show More](#)

[Out of State Political Committee](#)

An entity subject to § 527 of the United States Internal Revenue Code that is not registered as a political committee or

[Show More](#)

[Political Action Committee](#)

Any organization, person, or group of persons, established or maintained in whole or in part to receive and expend

[Show More](#)

[Political Party](#)

Any state political party committee, congressional district political party committee, political party committee for a

[Show More](#)

[Referendum Committee](#)

Any organization, person, group of persons, or committee, that makes expenditures to advocate the passage or

[Show More](#)



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[Show More](#)

Candidate Campaign Committee

The committee designated by a candidate to receive all contributions and make all expenditures for them or on their behalf in connection with their nomination or election. A Candidate's Campaign Committee may not be established for multiple candidates.

Candidate Campaign Committee

* **Required** to save the form.
* **Required** for submission to the Virginia Department of Elections.

Instructions for Completing this Form

◀ Click to Open

Choose Office and Date

Office Type

☒ Local ☐ State

Locality

Petersburg City ▼

District

Election - Fifth Ward ▼

Office Sought*

Member City Council ▼

Election*

2026 November General - 11/3/2026 ▼

Candidate Information

Voter Registration Number⁺

123456789

You can look up your Voter Number on the [Virginia Department of Elections](#) website

Salutation

First Name⁺

Middle Name

Last Name⁺

Suffix

Tammy

Lee

Alexander

Residence Address⁺

Where the Candidate Lives (No P.O. Boxes) - Must Match Voter Registration

Apt #

If they've Got One We Need It

City⁺

City Listed on Voter Registration

State⁺

Virginia

Zip Code⁺

12345

County or City of Residence⁺

Petersburg City

☒ Currently registered to vote at this address.

Email Address⁺

CFDA@elections.virginia.gov

Daytime Phone Number⁺

(804)864-8901

Treasurer Information

Voter Registration Number⁺

You can look up your Voter Number on the [Virginia Department of Elections](#) website

123456789

Salutation

First Name⁺

Middle Name

Last Name⁺

Suffix

Tammy

Lee

Alexander

Residence Address⁺

Apt #

Where the Treasurer Lives (No P.O. Boxes) - Must Match Voter Registration

If they've Got One We Need It

City⁺

State⁺

Zip Code⁺

City Listed on Voter Registration

Virginia

12345

County or City of Residence⁺

Select a Locality



Currently registered to vote at this address.

Email Address⁺

Daytime Phone Number⁺

CFDA@elections.virginia.gov

(804)864-8901

Primary Financial Institution

Financial Institution Name⁺

Brick and Mortar Bank Where a Person Can Walk In and Open a Checking Account in Virginia

City⁺

A City or Town in Virginia

State⁺

Virginia



Committee Activity		
Date First Contribution Accepted	Date First Expenditure Made	Date Committee Depository Designated
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Filing Fee Paid for Party Nomination	Date Statement of Qualification Filed	Date Treasurer Appointed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Filing Reports

Filing Method*

Choose a Filing Method



Choose a Filing Method

eFiling Application - COMET

Approved Vendor

Approved Vendor

Choose a Filing Vendor



The SOO is
transported to CFM
(Campaign Finance
Management System)





Campaign Finance Management System

Submitted SOOs

Name	Code	Date	Status
IC_EF_pVnkj	IC-24-00021	04/16/2024	Submitted
RC_EF_ANiBL	RC-24-00029	05/07/2024	Submitted
IC_AV_uXLzc	IC-24-00030	05/07/2024	Submitted
PAC_AV_YDame	PAC-24-00036	05/15/2024	Submitted
PAC_AV_IUrYv	PAC-24-00037	05/15/2024	Submitted
State_CCC_EF_Heoba	CC-24-00103	05/30/2024	Submitted

State_CCC_EF_Heoba - CC-24-00103 - Current

Submitted By On: 05/30/2024

Election: 2025 November General - Office: Governor - Term: 4

Version: 1 of 1

Rejection Reason

Accept Reject

Select a Rejection Reason

Submit

Generate Schedule?

- Amended

Submitted By

On: 07/01/2024

Election: 2022 November General -**Office:** Member City Council - At Large -**Locality:** Lynchburg City

Previous SOO Changes

Previous Status: Accepted - [View](#)

Date Changes Took Effect: 08/24/2023




Version: 4 of 4

This was rejected 07/01/2024 by [Mynarski, Emily](#) for the following reason:

- Apartment number is incorrect for Treasurer; does not match voting records.

Open/Close All?

SOO History

Submitted On	Submitted By	Status	Rejection Reason	Version
04/13/2022 9:27 AM		Accepted ✓		3
02/28/2022 5:40 PM		Accepted ✓		2
02/28/2022 2:17 PM		Rejected ❗	Please click Amend Go to Treasurer Information and put a check in the box Registered to Vote at the Address Listed. Then resubmit. Thanks! Rise'	1

Primary Financial Institution

Financial Institution Name

First Citizens Bank

City

Lynchburg

State

VA

CommitteeActivity

Date First Contribution Accepted

Date First Expenditure Made

Date Committee Depository Designated

08/24/2023

Date Filing Fee Paid for Party Nomination

Date Statement of Qualification Filed

Date Treasurer Appointed

08/24/2023

State_CCC_EF_Heoba - CC-24-00103 - Current

Submitted By

On: 05/30/2024

Election: 2025 November General - **Office:** Governor - **Term:** 4

Version: 1 of 1

Rejection Reason

☒ Accept ☐ Reject

Select a Rejection Reason

Submit

☐ Generate Schedule?


X

Contacts

Locality	Keith	Balmer	vote@rva.gov
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Subject: Notice of Accepted Statement of Organization - [REDACTED]

Email Content:



* VIRGINIA *
DEPARTMENT of ELECTIONS

The committee below submitted a New Statement of Organization to the Virginia Department of Elections on 6/12/2024 2:29:16 PM.

[REDACTED]

Candidate: [REDACTED]

[REDACTED]

[REDACTED]

Click the link to view the Statement of Organization: <https://cf.elections.virginia.gov/Printable/StatementOfOrganization/3f64528a-a460-4522-bdaf-a77d1934d206/pdf>

Department of Elections
Campaign Finance
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
800-552-9745
cfda@elections.virginia.gov

Sent: 6/12/2024 2:35:00 PM

Sent By: Entered by: [Gaines, Donald](#)
Sent From: cfda@elections.virginia.gov

\$24.2-946.1. B

§24.2-946.3 places the burden of tracking the campaign finance for local offices in your hands.
It does not give ELECT the authority to tell you how to track your campaign finance.



Simple chart

Spreadsheet

Timeline									
Time	Lyrics	Humming	m vox	f vox	tapping	kick	guitar	scratchy	dissonant eek
	-ry. The second								
	swore they would be de-								
	-celved, as the								
	dove flies over the mulberry								
	tree. The youngest								
	sister let him		start			start			
	in, Jennifer								
	Gentle and Rosema-								
	-ry, and barred the								
	door with a silver								
	pin, as the								
	dove flies over the mulberry								
	tree.		stop	Heavy long verb			strummi ng		
		stop.							
	now you must			start					
1:55	answer my questions		ham.		stop	stop			
	five, Jennifer								



Dedicated campaign finance calendar

Use what works for you.

Pre-Legislative Session Reports are due by January 16, 2024**		
Candidate Committees Whose Office is Not on the Ballot in 2024:		
Activity Beginning	Activity Ending	Report Due
January 1, 2024	June 30, 2024	July 15, 2024
July 1, 2024	December 31, 2024	January 15, 2025
Candidate Committee Whose Office is on the Ballot on November 5, 2024:		
Activity Beginning	Activity Ending	Report Due
January 1, 2024	March 31, 2024	April 15, 2024
April 1, 2024	June 6, 2024	June 10, 2024
June 7, 2024	June 30, 2024	July 15, 2024
July 1, 2024	August 31, 2024	September 16, 2024
September 1, 2024	September 30, 2024	October 15, 2024
October 1, 2024	October 24, 2024	October 28, 2024
October 25, 2024	November 28, 2024	December 5, 2024
November 29, 2024	December 31, 2024	January 15, 2025
Large Pre-Election Contribution reporting period - June 7, 2024 through June 17, 2024, and Large Pre-Election Contribution reporting period - October 25, 2024 through November 4, 2024		
Candidates on the Ballot for a Special Election in 2024*:		
Activity Beginning	Activity Ending	Report Due
Inception	12 days Before Special Election	Eight Days <u>Before</u> Special Election
11 Days Before Special Election	30 Days After Special Election	30 Days <u>After</u> Special Election
Large Pre Election Contribution reporting for Special Elections begin 11 days prior to the election.		

§ 24.2-947.6. Filing schedule for candidates for office; November elections.

B. Any candidate, who was subject to the election year filing schedule set out in subdivisions A 3 through A 9 and who has not filed a final report, shall file reports in any subsequent election year for the same office in accordance with the election year filing schedule set out in subdivisions A 3 through A 9.

Where we ALL go to look at Campaign Finance reports



<https://cfreports.elections.virginia.gov/>

§24.2-946.1.(D)

Enter the information from this email on your
CF tracking log

When the report was filed —————
Was it late?

When the report was due —————

You can use this link to look at the
report before the day after the deadline

✕

Contacts

Locality	Keith	Balmer	vote@rva.gov
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Subject: Report Filed by

Email Content:

Virginia Department of Elections Logo

From: ELECT Campaign Finance Division
Received: 7/1/2024 2:28:08 PM
To: Keith Balmer
Subject: Report Filed by

The Department of Elections (SBE) has received the Campaign Finance Disclosure Scheduled Report for

Date Received:
7/1/2024 2:28:08 PM

Reporting Period:
Start Date: 06/11/2024
End Date: 06/30/2024
Report Due Date: 7/15/2024 11:59:59 PM

Final Report: No

Amendment Count: 0

The report may be viewed at the following link the day after the report was filed:

[CC-24-00392-Report-06/30/2024-0](#)

Please contact us immediately if you feel you have received this email in error or if there are any discrepancies.

Regards,

Department of Elections
Campaign Finance



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Campaign Finance Reports

[HOME](#) [BACK TO SITE](#)

Home

Search Committees

Search Committee

Committee Type

Candidate Campaign Committee



Search

Committee	Candidate	Type	
		Candidate Campaign Committee	View Reports
		Candidate Campaign Committee	View Reports
		Candidate Campaign Committee	View Reports
		Candidate Campaign Committee	View Reports
		Political Party Committee	View Reports
		Out of State Political Committee	View Reports



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[HOME](#) [BACK TO SITE](#)

[Home](#) » Friends of Your Candidate

Reports Friends of Your Candidate

SCHEDULED REPORTS

LARGE CONTRIBUTIONS

[Download Statement Of Organization](#)

Scheduled Reports

Reporting Period	Amendment	Filed	Contributions Received	Ending Balance	
12/01/2023 to 12/31/2023		01/16/2024	\$0.11	\$30,751.70	View Report
10/27/2023 to 11/30/2023		12/07/2023	\$40.28	\$40,022.88	View Report
10/01/2023 to 10/26/2023	1	11/02/2023	\$0.00	\$56,741.05	View Report
10/01/2023 to 10/26/2023		10/30/2023	\$0.00	\$131,741.05	View Report
09/01/2023 to 09/30/2023		10/16/2023	\$37.14	\$387,722.03	View Report
07/01/2023 to 08/31/2023		09/15/2023	\$86.71	\$526,978.57	View Report
06/09/2023 to 06/30/2023		07/17/2023	\$0.11	\$722,324.79	View Report



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[HOME](#) [BACK TO SITE](#)

Home >>Your Candidate >> Report

Final Report

COMMITTEE

REPORT

A

B

C

D

E - 1

E - 2

F

G

H

I

Only on a Final Report

Your Candidate (CC-24-27892)

Committee Address

1100 Bank St
Richmond VA, 23219

Report Range: 01/01/2019 to 03/31/2019

Report Filed: 03/19/2019

Balance Last Reporting Period: \$0.00

Filing Method: eFiling Application

Final Report

Contact Statistics*	Schedule A	Schedule B	Both
Entries	9	2	11
Completed Entries	9	2	11
Completion rate	100.00%	100.00%	100.00%

Don't Trust These Percentages



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Not Acceptable

[HOME](#) [BACK TO SITE](#)

[Home](#) » Schedule A

Schedule A: Direct Contributions Over \$100

COMMITTEE

REPORT

A

B

C

D

E - 1

E - 2

F

G

H

Contributor	Business or Employment Information	Date Received	Contribution	Total to Date
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	04/08/2018	\$ 525.00	\$ 3652.30
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	04/11/2018	\$ 115.92	\$ 3768.22
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	04/12/2018	\$ 240.00	\$ 4008.22
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	04/12/2018	\$ 400.00	\$ 4408.22
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	05/11/2018	\$ 620.00	\$ 5028.22
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	05/14/2018	\$ 315.02	\$ 5343.24
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	05/22/2018	\$ 19.12	\$ 5362.36
Various People, Various Unknown Ashland, VA 23005;	Unknown Unknown Unknown	06/08/2018	\$ 19.12	\$ 5381.48



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STATE BOARD of ELECTIONS
Campaign Finance Reports

[HOME](#) [BACK TO SITE](#)

[Home](#) » [Schedule D](#)

Schedule D: Expenditures

COMMITTEE REPORT A B C D E - 1 E - 2 F G H

Payee	Item or Service	Authorizing Name	Date	Amount
23230 Richmond, VA 23230	Costs for Bash Invitations		04/02/2018	\$ 589.89
23230 Richmond, VA 23230	Invoice # 37064		04/03/2018	\$ 343.16
Discontinued Ashland No actual address Ashland, VA 23005	Discontinued Didn't say what was purchased It was just a name		04/05/2018	\$ 21.06
Midlothian, VA 23112	Website Maintenance		04/11/2018	\$ 590.67
Hanover No actual address Hanover County, VA 23005	Inside BackCover Adv for magazine		04/18/2018	\$ 200.00
Mechanicsville, VA 23111	Office Max Supplies for Bash		04/18/2018	\$ 75.17
Ashland, VA 23005	coffee for April meeting	s ?	04/25/2018	\$ 230.00
Beaverdam No actual address Ashland, VA 23005	Balloons, and reserve cards for Beaverdam bash. Reimbursement to Beaverdam this was money given to a person... doesn't say where CF was actually spent		04/25/2018	\$ 47.04
Mechanicsville, VA 23111	Office Supplies		04/25/2018	\$ 43.78
Ashland, VA 23005	Catering for Bash		04/25/2018	\$ 4838.58



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Campaign Finance Reports

[HOME](#) [BACK TO SITE](#)

[Home](#) » [Schedule F](#)

Schedule F: Debts Remaining Unpaid as of this Report

COMMITTEE

REPORT

A

B

C

D

E - 1

E - 2

F

G

H

Creditor	Purpose of Obligation	Date	Amount Unpaid
Loan from Candidate	COMET doesn't have a Purpose of Obligation Section	03/31/2019	\$ 4367.74
Loan from Candidate		05/30/2019	\$ 941.11
Loan from Candidate		06/30/2019	\$ 1543.71
Loan from Candidate		08/31/2019	\$ 1401.37
Loan from		09/30/2019	\$ 3549.65



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Campaign Finance Reports

[HOME](#) [BACK TO SITE](#)

[Home](#) » Schedule G

Schedule G: Statement of Funds

COMMITTEE REPORT A B C D E - 1 E - 2 F G H

	Number of Contributions	Amount	
Contributions Received This Period			
1. Schedule A [Over \$100]	60	\$1,767.14	
2. Schedule B [Over \$100]	0	\$0.00	
3. Un-itemized Cash Contributions [\$100 or less]	22	\$510.00	
4. Un-itemized In-Kind Contributions [\$100 or less]	0	\$0.00	
5. Total [Add Lines 1, 2, 3 & 4]	82		\$2,277.14
Bank Interest, Refunded Expenditures and Rebates			
6. Schedule C [also enter on Line 17b on Schedule H]			\$0.00
Expenditures Made This Period			
7. Schedule B [From line 2 Above]		\$0.00	
8. Un-itemized In-Kind contributions [From line 4 Above]		\$0.00	
9. Schedule D [Expenditures]		\$1,357.50	
10. Total [add lines 7, 8 and 9]			\$1,357.50
Reconciliation of Loan Account			
11. Beginning loan balance [from line 15 of last report]		\$37,610.53	
12. Loans received this period [from Schedule E - Part 1]		\$1,184.45	
13. Subtotal [add lines 11 and 12]			\$38,794.98
14. Subtract: Loans repaid this period [from Schedule E - Part 2]		\$0.00	
15. Ending loan balance [subtract Line 14 from Line 13]			\$38,794.98



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Campaign Finance Reports

[HOME](#) [BACK TO SITE](#)

[Home](#) » Schedule H

Schedule H: Summary of Receipts and Disbursements

COMMITTEE

REPORT

A

B

C

D

E - 1

E - 2

F

G

H

16. Beginning Balance [Line 19 of last report]		\$160,093.15	
17. Receipts for Current Reporting Period:			
a. Contributions received this period [Line 5 of Schedule G]	\$2,277.14		
b. Bank interest, refunded expenditures and rebates [Line 6 of Schedule G]	\$0.00		
c. Loans received this period [Line 12 of Schedule G]	\$1,184.45		
d. Subtotal: Contributions and Receipts received this period [Add Lines 17a, 17b and 17c above]		\$3,461.59	
e. Total Expendable Funds [Add Lines 16 and 17d]			\$163,554.74
18. Disbursements for Current Reporting Period:			
a. Expenditures made this reporting period [Line 10 of Schedule G]	\$1,357.50		
b. Loans repaid this reporting period [Line 14 of Schedule G]		\$0.00	
c. Other surplus funds paid out [from Schedule I]		\$0.00	
d. Total Payments Made [Add lines 18a, 18b, and 18c]			\$1,357.50
19. Ending Balance [Subtract Line 18d from Line 17e]			\$162,197.24
20. Total Unpaid Debts [from Schedule F of this report]	\$38,794.98		
Committee's Receipts and Disbursements – Election Cycle Totals			
21. Balance at Start of Election Cycle		\$25,626.53	
22. Previous Receipts [Line 24 from last report]	\$191,090.76		
23. Receipts from Current Reporting Period [Line 17d above]	\$3,461.59		
24. Total Receipts this Election Cycle [Add lines 22 and 23]		\$194,552.35	
25. Total Funds Available [Add lines 21 and 24]			\$220,178.88
26. Previous Disbursements [Line 28 from last report]	\$56,624.14		
27. Disbursements from Current Reporting Period [Line 18d above]	\$ 1,357.50		
28. Total Disbursements this Election Cycle [Add lines 26 and 27]			\$57,981.64
29. Ending Balance [Subtract Line 28 from Line 25 - Difference must match Line 19]			\$162,197.24

Your Candidate didn't file on time!



Send them a Penalty Letter A.S.A.P. !

\$100 or \$1000

Is this their first time in this election cycle*?

Yes = \$100

No = \$1000

*Election Cycle = Length of the term of the office which resets after each General Election for that office

§24.2-947



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

the Handbook

Chapter 17

Campaign Finance

Appendix A

Candidate/Committee

Address Line 1

Address Line 2

City, VA Zip Code

Dear Candidate/Committee:

A careful review of our records shows that [committee name] filed its report on [submission date] which was after the report's required deadline of [report due date].

According to the civil penalty schedule adopted by the State Board of Elections, the committee must be assessed a penalty of \$100 for not submitting the required campaign finance report by the deadline. Any additional late reports during this election cycle will result in a \$1000 fine.

Finally, the failure to pay the civil penalty within 60 days of the deadline for this filing period will result in the [name of locality] general registrar requesting the Commonwealth's attorney to enforce collection.

Filing Period Ending	Report Deadline	Assessed Penalty
Dates for report	When report was due	\$100 or \$1000
Invoice Number : TOTAL AMOUNT DUE		Total \$ Amount

Please make your check in the amount of [amount fined] payable to the treasurer of [name of locality]. Please reference invoice number [fine ID] and forward this payment to the [name of locality] office of the general registrar.

If you feel that you require additional information or have received this letter in error, please contact our office as soon as possible at [phone number].

Sincerely,

Staff Name

Staff Title

Information is missing!

What do I do?



Candidate/Committee

Address

City, State Zip Code

Dear Filer:

This letter acknowledges receipt of your campaign's [type of report] dated [date report was submitted]. Though filed timely, this report has been reviewed and found to be incomplete. The report is missing the following information required by Virginia Code § 24.2-947.4:

Incomplete Required Information	Date Amended Report Due
[description of the missing information]	[Month, Day, Year] (10 days from the mailing of the letter)

Your committee has until the date listed above to re-file the aforementioned completed report, or you will be subject to a civil penalty as established in Virginia Code § 24.2-953.3.

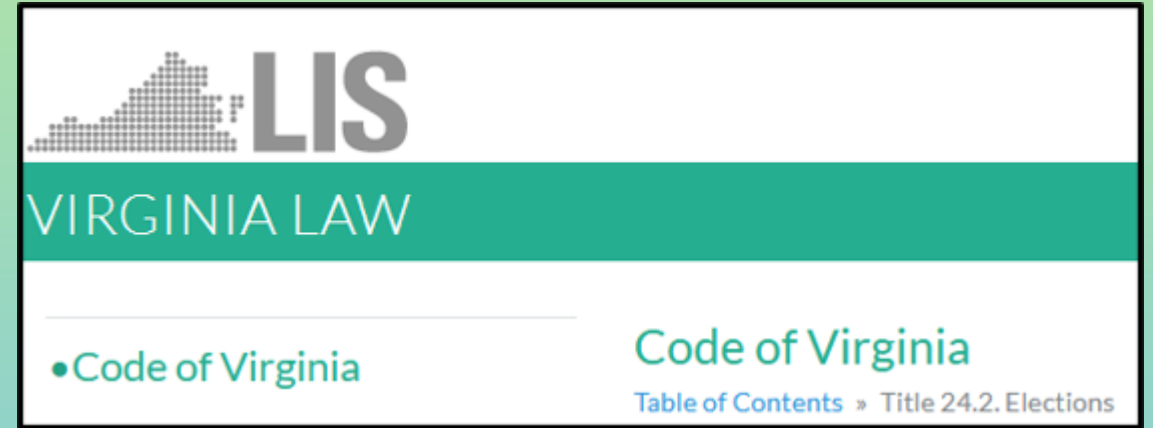
Please be advised that the penalties required to be assessed for late or incomplete filings are detailed in the *Candidate Campaign Committee Summary of Laws and Policies* which can be found at the Department of Elections' website: elections.virginia.gov. If you have any questions you may contact this office at [phone number].

Sincerely,

Staff Name

Staff Title

Resources



the Handbook

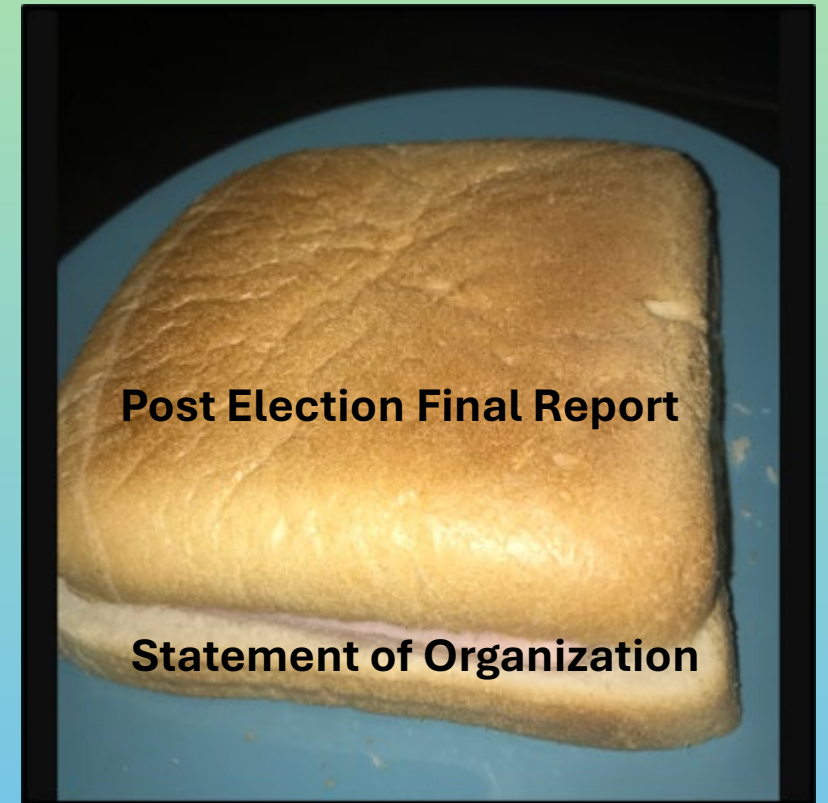
Chapter 17

Campaign Finance

Summary of Laws and Policies
Candidate Campaign Committees



Majority of Candidates CF



Exempt Candidates

Questions?

CFDA@elections.virginia.gov



CISA

Presented by: Rob Mooney



#PROTECT2024

ELECTION SECURITY

CISA and Election Infrastructure

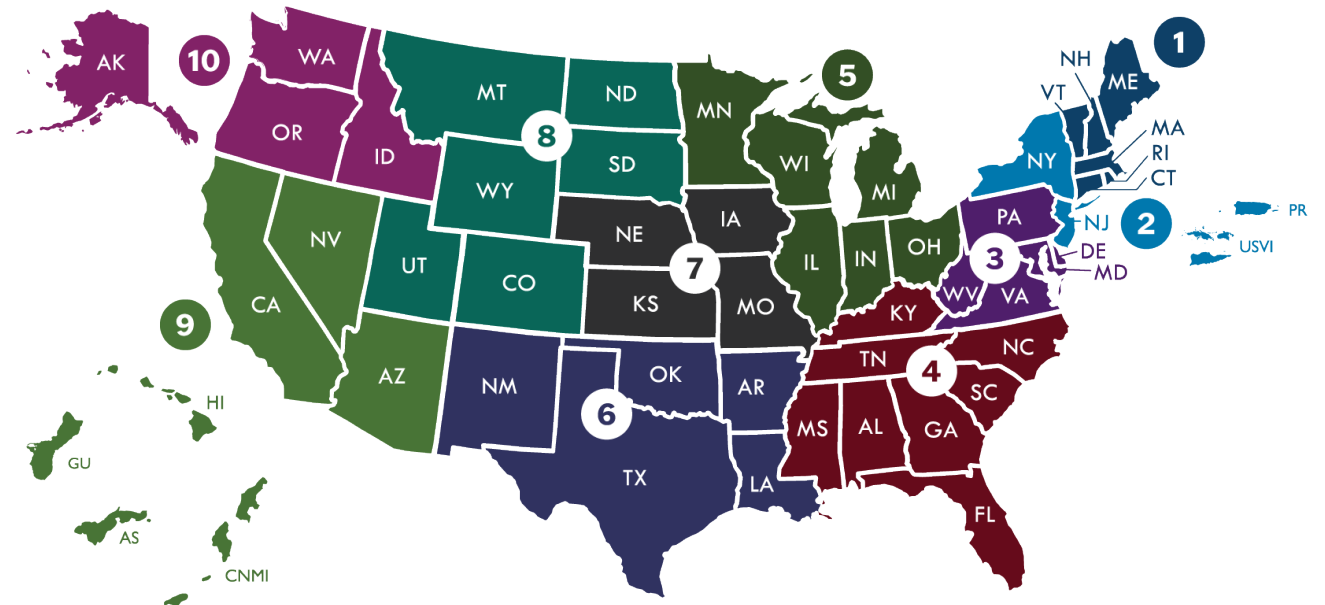
The Cybersecurity and Infrastructure Security Agency's (CISA) mission is to help **secure** our nation's critical infrastructure.

In January 2017, the Department of Homeland Security (DHS) designated election infrastructure as **critical infrastructure**.

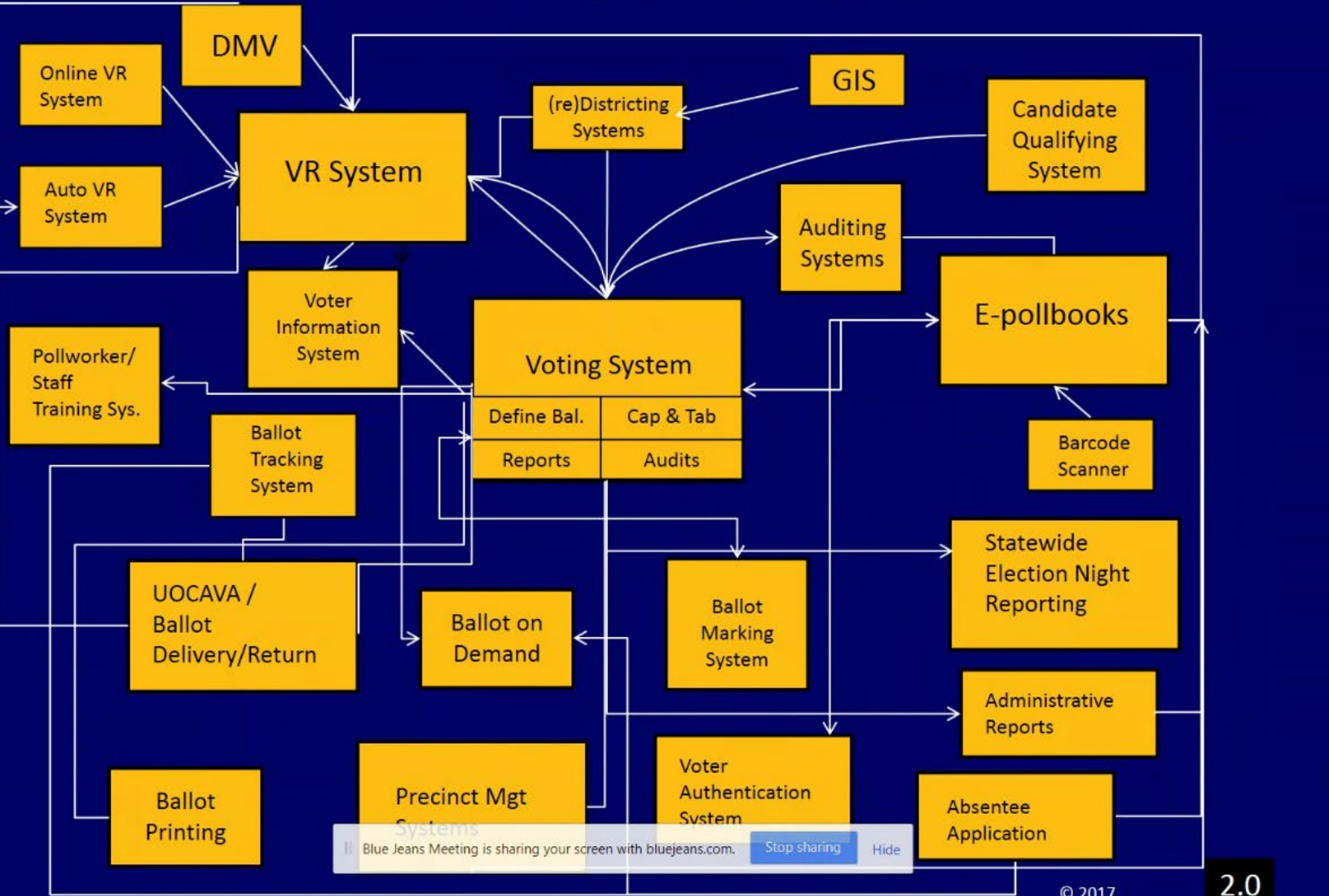
Through our CISA field staff across the country and our security experts at CISA headquarters, CISA offers a range of voluntary, no-cost services and support to stakeholders to help ensure the security and resiliency of election infrastructure.

CISA's **Regional Security Advisors*** help ensure maximum support to the election community through tailored support to meet unique state and local needs.

CISA's Regional Field Staff



Interaction of Voting and Election Systems



ELECTION OFFICIALS as PLATFORM and PROCESS MANAGERS

#PROTECT2024



OUR MISSION

Help election officials and election infrastructure stakeholders protect against the cyber, physical, and operational security risks to election infrastructure during the 2024 election cycle.

2024 ODNI Annual Threat Assessment

Foreign Actors Targeting Critical Infrastructure



“The PRC may attempt to influence the U.S. elections in 2024 at some level because of its desire to sideline critics of China and magnify U.S. societal divisions.”

PEOPLE’S REPUBLIC OF CHINA

“China remains the most active and persistent cyber threat to U.S. Government, private-sector, and critical infrastructure networks.”



“Ahead of the U.S. election in 2024, Iran may attempt to conduct influence operations aimed at U.S. interests, including targeting U.S. elections, having demonstrated a willingness and capability to do so in the past.”

IRAN

“Iran’s growing expertise and willingness to conduct aggressive cyber operations make it a major threat to the security of U.S. and allied and partner networks and data. Tehran’s opportunistic approach to cyberattacks puts U.S. infrastructure at risk for being targeted”



“Moscow views U.S. elections as opportunities and has conducted influence operations for decades and as recently as the U.S. midterm elections in 2022.”

RUSSIA

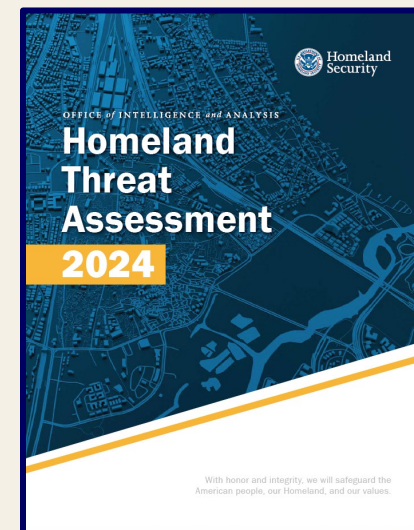
“Russia will pose an enduring global cyber threat even as it prioritizes cyber operations for the Ukrainian war. Moscow views cyber disruptions as a foreign policy lever to shape other countries’ decisions“



Threats to Election Infrastructure

Threat Actors Likely to Converge on 2024 Elections

- “We expect the 2024 election cycle will be a key event for possible violence and influence targeting election infrastructure, processes, and personnel.”
- “Our electoral processes remain an attractive target for many adversaries, and we expect many of them will seek to influence or interfere with the 2024 election.”
- “Some DVEs may attempt to disrupt civic and democratic processes, mobilized by their perceptions of the upcoming election cycle.”



Physical

- Harassment . Swatting . Hazardous Mail Materials . Bomb Threats

Cyber

- Phishing . Ransomware . Hack and Leak . Doxing . DDoS

Operational

- High Staff Turnover . Insider Threats . Influence Operations . **Disruptions**



specifically tailored for
election officials to help
them take full advantage of
CISA services and
resources

[CISA.GOV/PROTECT2024](https://cisa.gov/protect2024)



PROTECT YOUR...

NETWORK

OFFICE

ELECTION SYSTEMS

WEBSITE

YOURSELF &
YOUR STAFF

EMAIL



July 22, 2024

57

CISA #PROTECT2024: ESA Field Support Priorities

Help election officials and election infrastructure stakeholders protect against the cyber, physical, and operational security risks to election infrastructure during the 2024 election cycle.

GENERAL ELECTION . 5NOV



LINE OF EFFORT 1: ENHANCE UNDERSTANDING OF RISK TO THE 2024 ELECTION CYCLE

- Scalable Physical Assessment Models (SAFE . Polling Place Checklist . *Drop Box Checklist*) → VOFCs/OFCs
- Tailored Cyber Assessments (limited scope Cyber Performance Goals)
- Cyber Hygiene Vulnerability Scanning (Pre-Ransomware Notification / Ransomware Vulnerability Warning)

LINE OF EFFORT 2: TAKE ACTION TO REDUCE RISK TO 2024 ELECTION CYCLE

- EI-ISAC Enrollment
- CISA Funded Services through EI-ISAC: 1) Endpoint Detection and Response Software and 2) Malicious Domain Blocking and Reporting
- CISA Joint Cyber Defense Collaborative (JCDC) Partner Services for DDOS Mitigation
- CISA Facilitated Dot.Gov Domain Transition

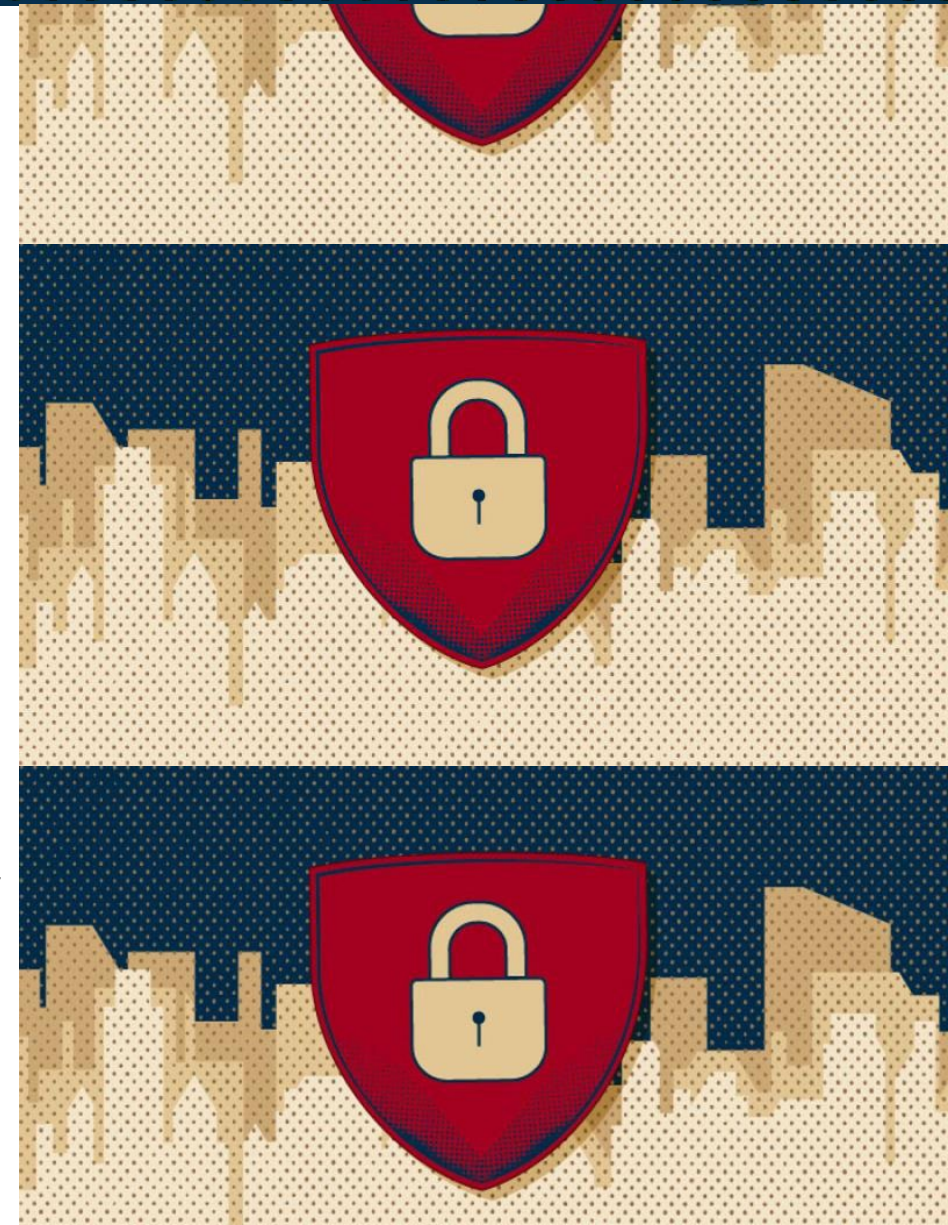
LINE OF EFFORT 3: INCREASE OPERATIONAL READINESS AND RESILIENCE

- CISA Facilitated Tabletop Exercises (State and Local)
- CISA Tabletop the Vote (National)
- Last Mile™ Products (Incident Response Plans . Continuity of Operations Plans)
- Risk Mitigation Trainings and Products (Non-Confrontational / De-Escalation Techniques . Generative AI . Deep Fake . Active Shooter)
- Incident Management Assistance

#PROTECT2024 First Things First

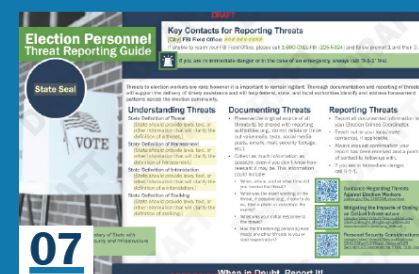
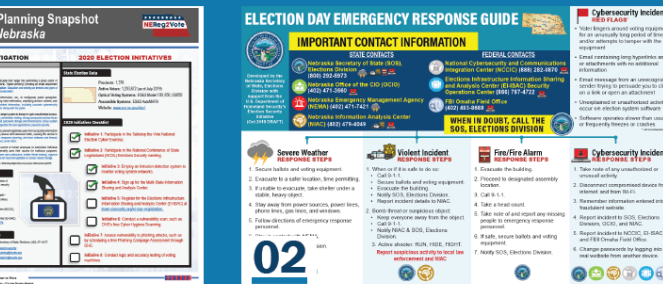
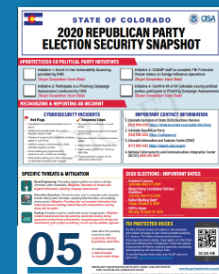
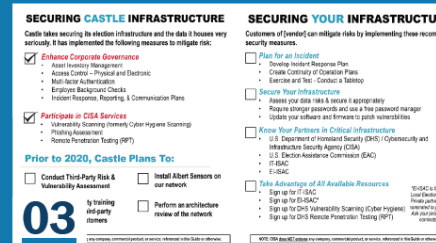
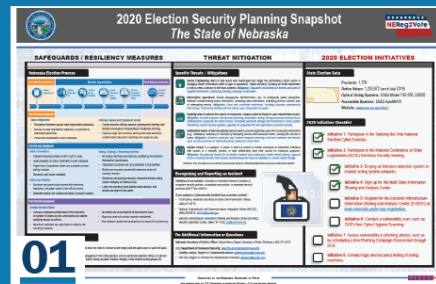
simple steps election officials can still take to enhance their organization's security baseline for the 2024 election cycle:

- enable Multi-Factor Authentication (MFA)
- know and manage your cyber vulnerabilities
 - sign up for FREE Cyber Hygiene services from CISA
- request a CISA physical security assessment
- transition to a .gov domain
- rehearse your Incident Response Plan (IRP)
 - Continuity of Operations Plan (COOP)
- join the Election Infrastructure Information Sharing and Analysis Center (EI-ISAC)



THE LAST MILE: Election Security Toolkit

THE LAST MILE Election Security Toolkit Last Mile products can be tailored to meet the unique needs of state and local election administrators, the private-sector partners that support them, and political organizations. Final products are the result of active collaboration between CISA and the customer to address dynamic or conditional cyber and infrastructure risks. Contact electionsecurity@cisa.dhs.gov to coordinate product development.



01 CISA introduced the **Election Security Snapshot** to provide election administrators a tool for training election workers and communicating security to stakeholders.

02 CISA created the **Election Emergency Response Guide** (EERG) in response to requests from election administrators to leverage the incident response section of the Snapshot and dive deeper into emergency response steps.

03 As vendors are a critical component of election infrastructure, CISA expanded support to provide a Snapshot of the election security measures adopted by private-sector partners through the **EI-SCC Vendor Guide**.

04 The **Cyber Incident Detection and Notification Planning Guide** further expanded upon the EERG and developed additional Last Mile incident response resources by supporting election administrators in developing their own incident response plans.

05 CISA adapted the Snapshot into the **Political Party and Campaigns Guide** to support partisan organizations in improving their cybersecurity posture.

06 Based on 2020 lessons learned from election administrators, CISA elaborated on the safeguards section of the Snapshot by creating multiple **Election Safeguards Guides** to identify and to communicate the election security measures enacted.

07 In response to an increase in threats facing election workers, CISA created the **Election Personnel Threat Reporting Guide** to support them in understanding, documenting, and reporting threats.

*Products shown are samples. CISA works with customers to customize templates and content.

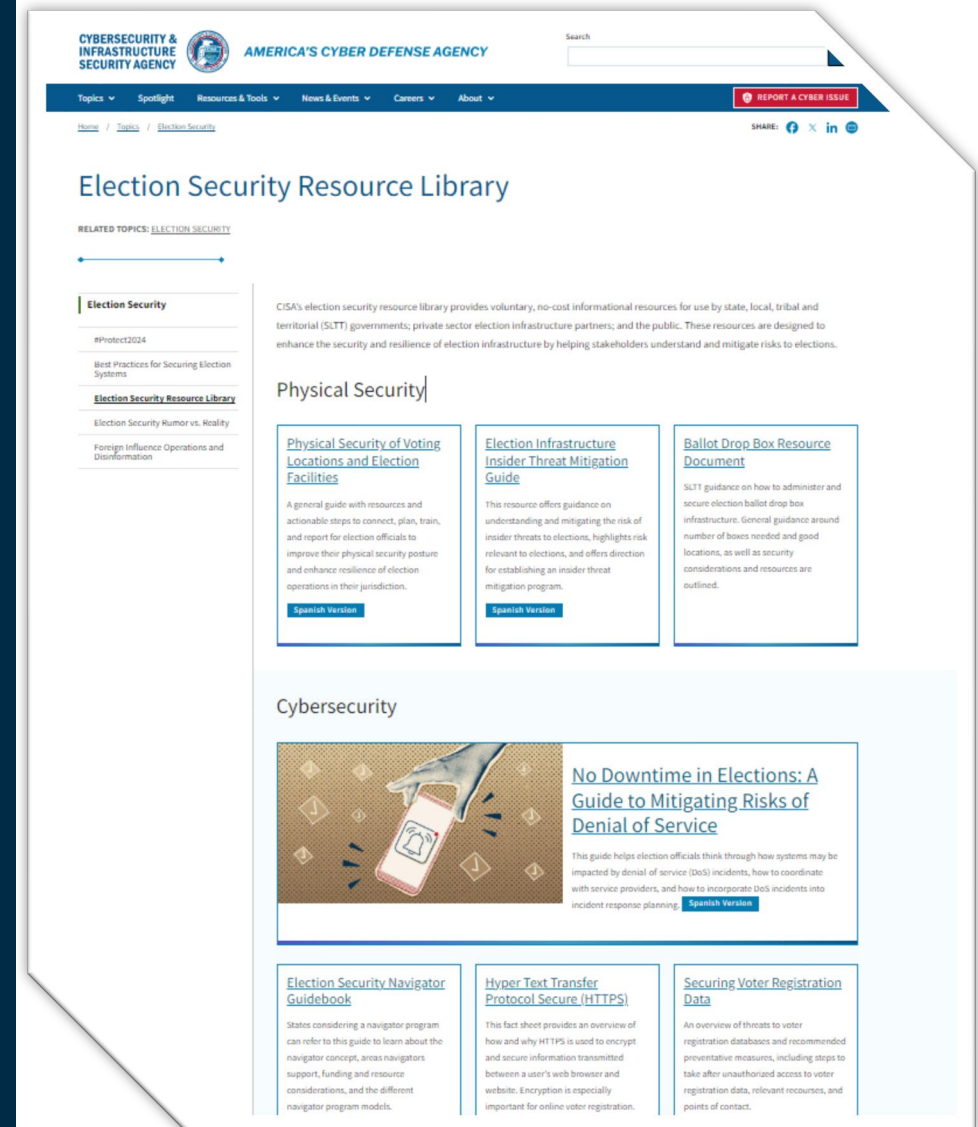
#PROTECT2024 Election Security Resource Library

<https://www.cisa.gov/topics/election-security/election-security-resource-library>

One stop shop for CISA's free election security informational resources

Resource topics include:

- Physical Security
- Cybersecurity
- Operational Risk
- Foreign Influence Operations and Disinformation
- Election Infrastructure Subsector
- Joint Releases with Federal Partners
- Election Security Services



SAFE Tool



- The Security Assessment at First Entry (SAFE) tool is designed to assess the current security posture and identify options for facility owners and operators to mitigate relevant threats
- SAFE may be better suited for facilities such as rural county fairgrounds, houses of worship with only weekend services and few members, and small health clinics

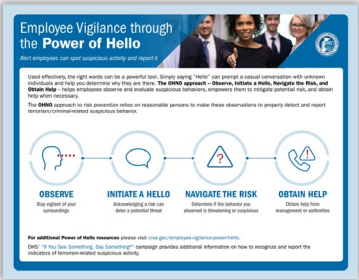


Active Shooter Preparedness Brief



Conflict Prevention Techniques

To augment security beyond traditional protective measures, organizations are encouraged to **train all personnel to recognize behaviors of concern, safely address the situation** using the *Power of Hello* and/or *De-escalation* techniques, and **report the concerning behavior** through organizational channels or local law enforcement.



Power of Hello – assists with identifying observable suspicious behaviors by navigating the risk and obtaining help



De-escalation Series – introduces four actions that may be taken if suspicious behavior is present – **Recognize, Assess, De-Escalate, and Report** – to inform effective prevention and mitigation harmful situations



Power of Hello placemat translated in 18+ languages

QR Code Direct to the Resources



The CISA Team

The Advisors

Cyber Security Advisors (CSAs)

CSAs offer expert cybersecurity assistance to critical infrastructure owners and operators and SLTT officials.

Protective Security Advisors (PSAs)

PSAs are trained subject matter experts in critical infrastructure protection and vulnerability mitigation.

Election Security Advisors (ESAs)

ESAs are subject matter experts in state and local elections processes, procedures, and technologies.



Regional Teams

Cyber Security Advisors

Benjamin.Gilbert@cisa.dhs.gov 202.631.2483

Protective Security Advisors

VDEM 1 & 5

Robert.Mooney@hq.dhs.gov 202.306.9448

VDEM 3,4 & 6

James.Finney@hq.dhs.gov 434.942.9269

VDEM 2 & 7

Joseph.Kluczynski@cisa.dhs.gov 202.642.0006

R3 ESA Dave Tackett

David.Tackett@cisa.dhs.gov 202.704.0137



Break
10:55AM-
11:10 AM



Same Day Registration

Presented by: Sarah Outten / Ellen Oakey

Same Day Registration Provisional Ballot

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

SDR

Precinct # _____

Primary elections—Party ballot ☐ D ☐ R

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

Same Day Registration

Training Materials!

- [SDR Course](#)
- FormsWarehouse: Guidance, Process & Procedure, and SDR Course!

UPDATES to the Provisional Envelope!

- Target shipping date: July 31, 2024
- Additional envelopes can be ordered through Election Materials Formsite Order Form

SDR Basics

1. ***SDR is an in-person process only*** and cannot be done with a mailed, electronic, or third-party voter registration application.
2. ***All same-day registrants must cast a provisional ballot.*** Ballots cast by same-day registrants cannot be voted on the machine or counted until they have been adjudicated by the Electoral Board. There are no exceptions.
3. ***The five-day wait period does not apply to SDR.***
 - The five-day wait period does not apply to mail ballots regardless of SDR.
 - The five-day wait period still applies to voters registering before the voter registration deadline. Nothing has changed about the 5-day wait period before the close of books.
4. ***All forms of acceptable ID apply for same-day registrants.*** If a same-day registrant does not have any of those forms of ID, they may sign the [ID Confirmation Statement](#).



SDR Basics

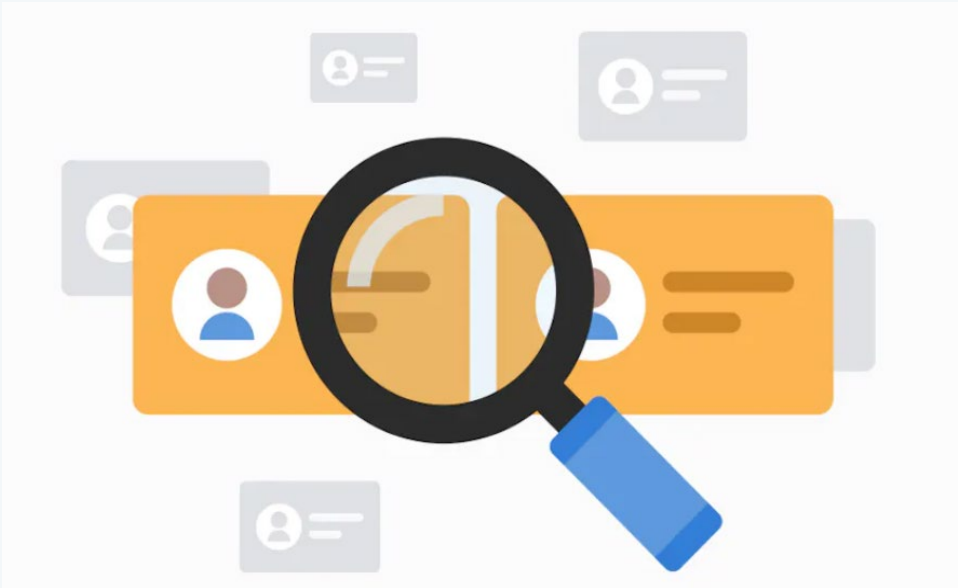


5. *Same-day applications from early voting need to be entered into VERIS before you pull your pollbook so voters show up appropriately.* It is advisable to enter these throughout early voting so records are updated promptly.

6. *SDR happens in the precinct or early voting site in which the voter's current address makes them eligible to vote.* There is no SDR in the Registrar's office on Election Day.

7. *The deadline to enter same-day applications received on Election Day is 5:00 p.m. on the Friday after Election Day.* The extension of canvass to 10 days does **NOT** change the deadline.

Duplicate Report



- **Sent via email from [EA@ elections.virginia.gov](mailto:EA@elections.virginia.gov) to General Registrars around noon on the Saturday after the election.**
- **If the individual has a duplicate SDR application in another locality:**
 - If a voter has multiple SDR voter registration applications, the last one provided will ultimately be where the voter is registered after the election. However, that application will be left “incomplete” until after canvass.
 - For the current election, the first SDR provisional ballot cast will be the ballot counted by an electoral board (and the application associated with that ballot will be entered into VERIS prior to canvass). You may need to contact the other general registrar to determine which ballot was cast first.
 - If you have multiple SDR voter registration applications from the same person (especially if they are submitted on Election Day), contact your Commonwealth’s Attorney or law enforcement.



disAbility Law Center of Virginia

Presented by: Rachel Loria and
Beth Klein



disABILITY LAW CENTER
OF VIRGINIA
Protection & Advocacy for Virginians with Disabilities

Virginia Elections Workshop

July, 18, 2024

Beth Klein and Rachel Loria
Disability Rights Advocates
disAbility Law Center of Virginia

Legal Disclaimer

-
- This presentation is designed to provide general legal information and is not intended to provide legal advice.
 - This presentation does not create an attorney-client relationship with the disAbility Law Center of Virginia.

What is the disAbility Law Center of Virginia

-
- The disAbility Law Center of Virginia (“dLCV”) provides services ranging from general information about legal rights, individualized technical assistance, advocacy services, and legal representation in selected cases.
 - Although we would like to help resolve every disability-related problem that comes to our attention, dLCV does not have enough staff or resources to provide advocacy services for everyone who contacts us for assistance. To ensure that dLCV’s limited resources are used wisely, we adopt annual “Goals, Focus Areas, Objectives and Case Selection Criteria” to determine the types of cases we will address.

Mission of dLCV



The disAbility Law Center of Virginia's mission is to advance independence, choice and self-determination; protect legal, human and civil rights; and eliminate abuse, neglect and discrimination of people with disabilities through zealous and uncompromising legal advocacy and representation.

About our Voting Work

The disAbility Law Center of Virginia is mandated by the Help America Vote Act of 2002 (PL 107-252) to advocate for the rights of Virginia voters with disabilities under the federal law. Through this program, the disAbility Law Center

Educates individuals, communities, poll workers and boards of election about the voting rights of people with disabilities;

- Monitors and investigates complaints about polling place accessibility and privacy;

About our Voting Work....cont.

-
- Collaborates with other voting rights advocates for systemic change for people with disabilities;
 - Participates in the implementation of provisions of the Help America Vote Act affecting people with disabilities;
 - Assists and represents individual voters in state-based administrative grievance processes.

Activity

-
- Take a look at the photographs that are on your table. Speak as a table about ADA issues that you see in the photo. Are there any ADA issues? (5 minutes)
 - If you have extra time, talk about ADA elements that you look for when deciding on a polling place.

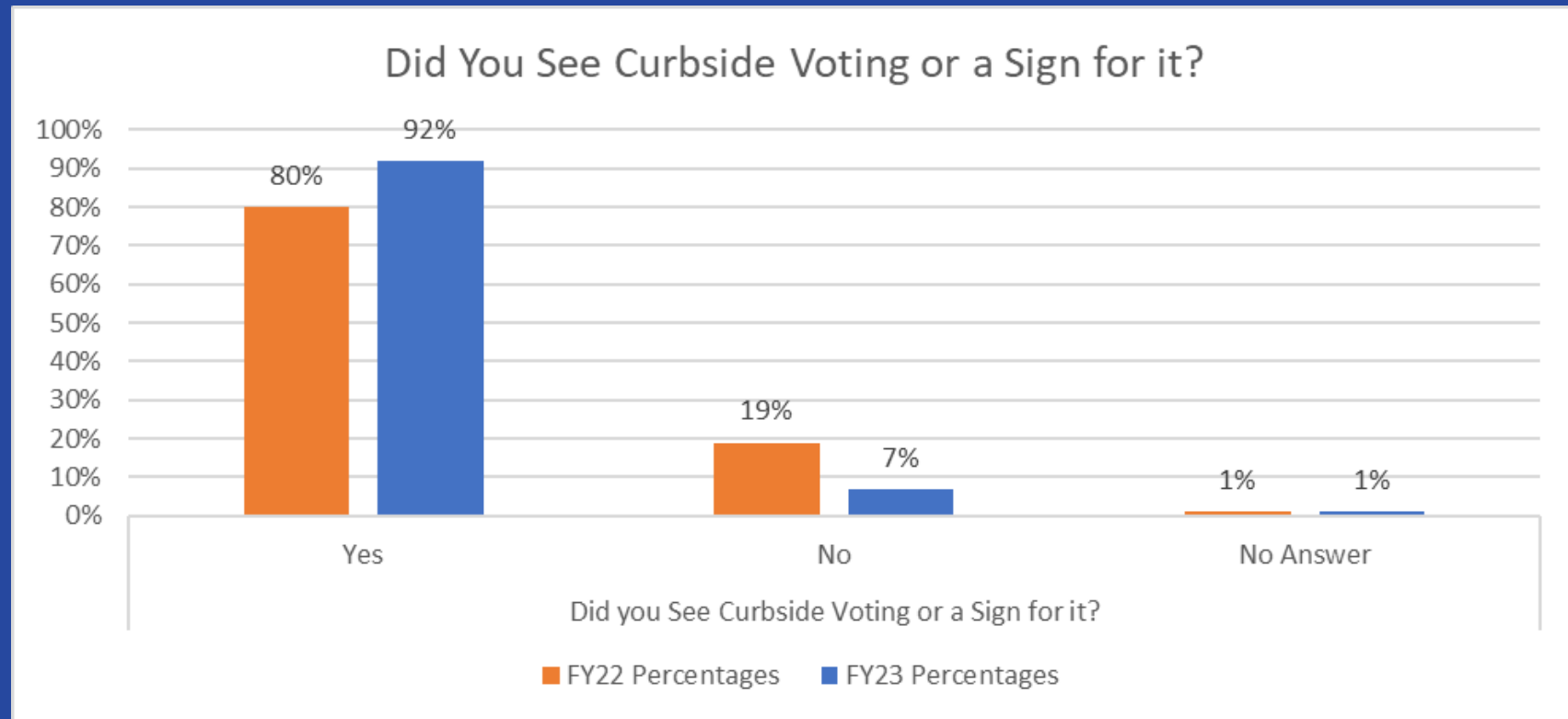
Details about Survey:

-
- <https://www.dlcw.org/voting-rights>
 - In 2022 we surveyed 550 locations
 - In 2023, we surveyed 579 locations
 - dLCV receives support from community members and volunteers who we prepare to complete the surveys
 - All accessibility information in our survey is based on federal and state legal code.

Curbside Voting

-
- Curbside voting enables voters to cast a ballot in-person outside of a polling place or voting location.
 - Voters may use curbside voting from their vehicle
 - Elections workers bring the ballot and any other voting materials needed to cast a ballot privately and independently.
 - Signage should be available that advertises curbside voting for voters who need this service.

Results: Curbside Voting

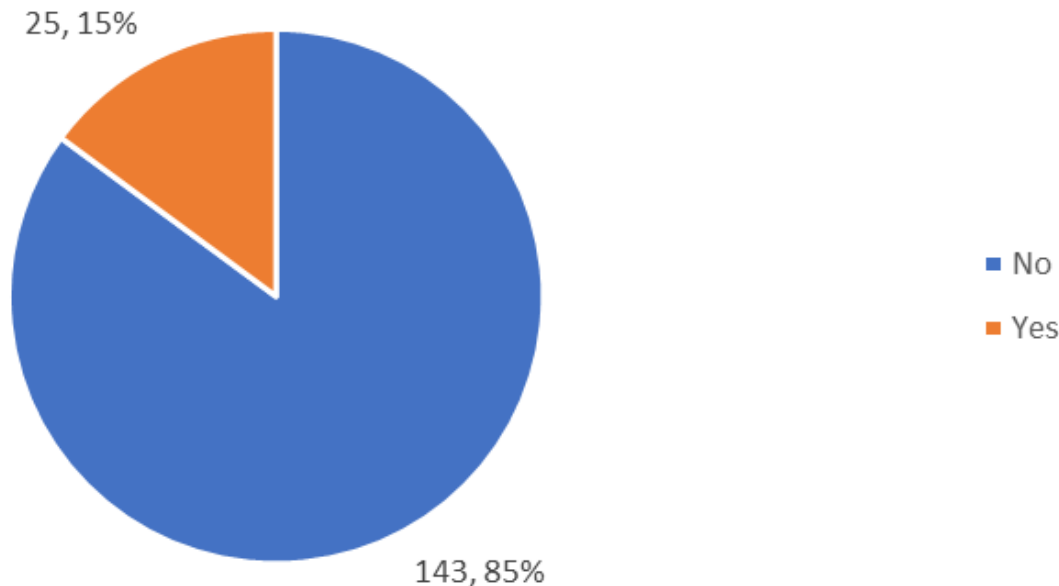


Photos for Lack of Curbside Voting



Curbside Voting Issues

If you spoke to a poll worker, did they report any obstacles to assisting people with curbside voting?
(2023)



- Lack of signage for Curbside Voting
- Long distance for poll workers to walk to get inside and get the materials
- Signs blowing over
- Malfunctioning Equipment (doorbell)
- 85% reported that there were no obstacles
- This information will be used in the General Assembly

Quick Fix

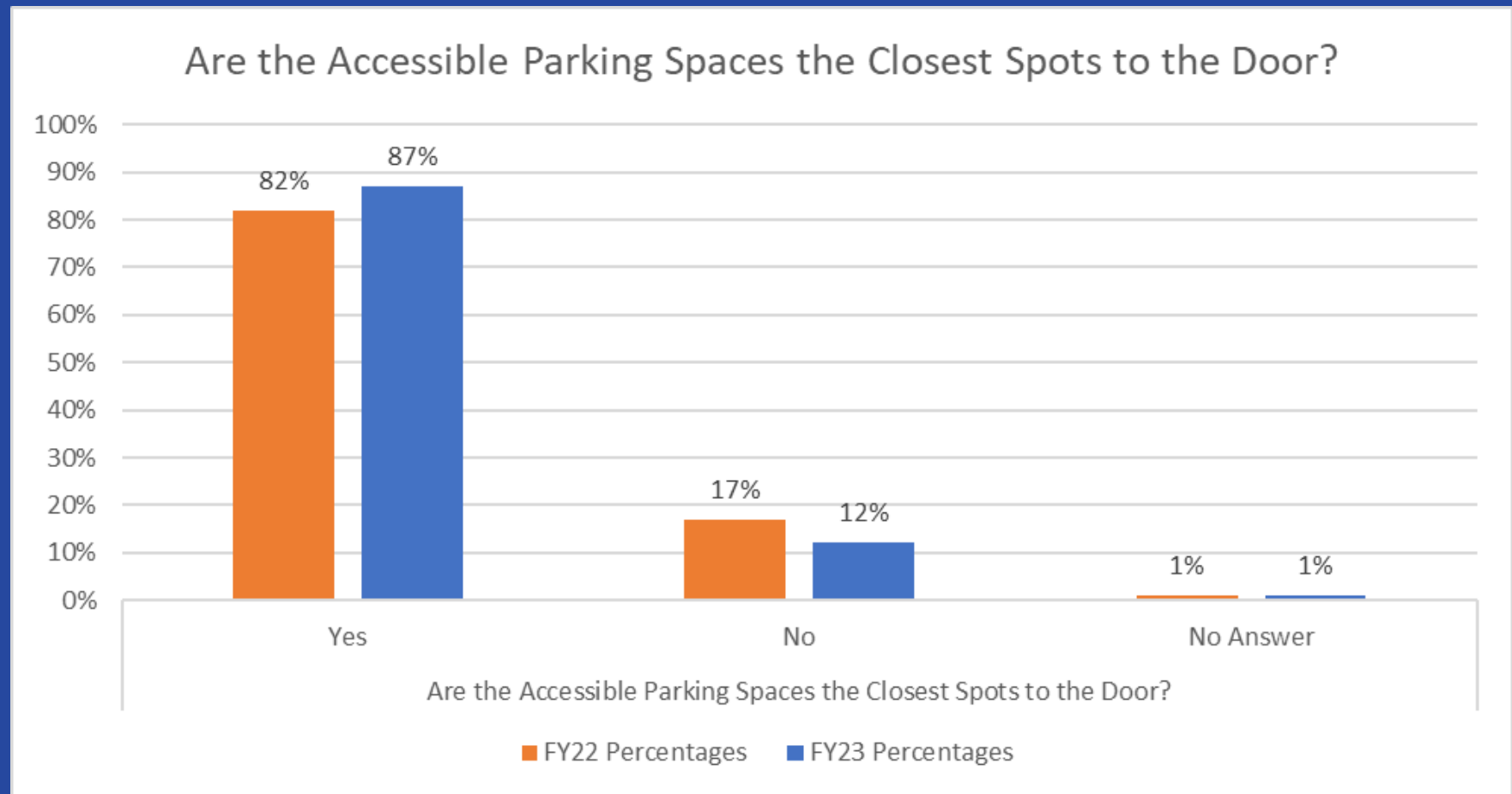
-
- Make sure that curbside voting signs are not covered by campaign signs.
 - Signs that are higher have more chance of being seen.
 - Ask for more curbside signs if you need more signs.
 - Some voting precincts use wireless doorbells for curbside voting. As long as there is a phone number for a person to call, a doorbell is not necessary.

Parking Closest to the Door

- Accessible parking should be clearly marked and closest to the door. Signs should be mounted into the ground to eliminate signs falling over.



Are Accessible Parking Spots Closest to the Door?



Non-Compliant Parking Photos



Quick Fix

-
- If you move your voting entrance, remember to move parking.
 - Centers for Independent Living (CILs) in your area may be able to evaluate parking accessibility.
 - Remember to include an access aisle for accessible parking.

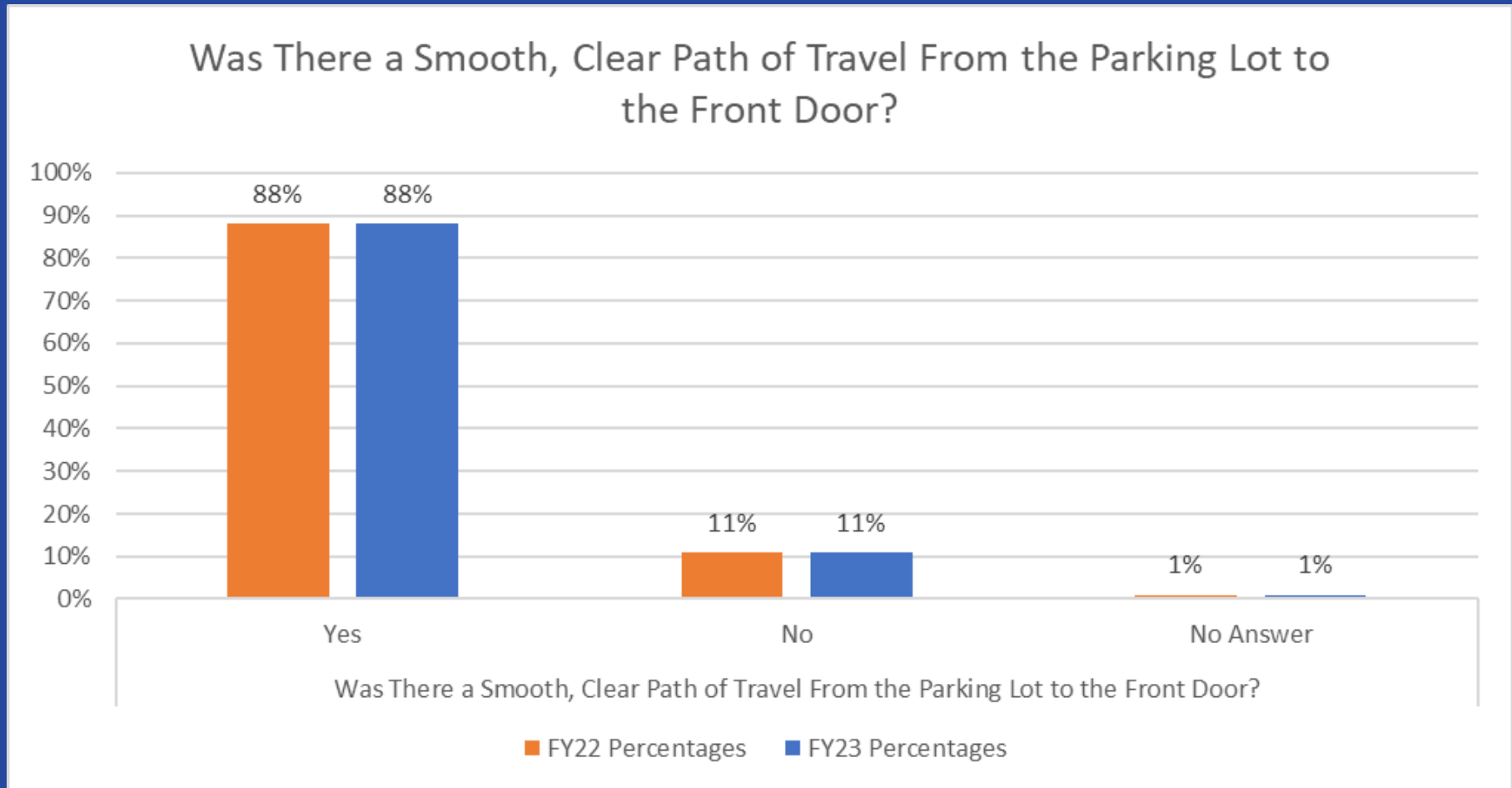
Interactive Scenario

-
- Bobby called disAbility Law Center because the accessible parking is behind the voting entrance for his polling place. He pointed out that other parking spots are closer to the door and that there is also no access aisle for accessible parking. How do you respond?

Path of Travel

-
- There should not be any obstacles along the path of travel that would be barriers to accessing the polling place. The path to the door should be firm and stable (not gravel).

Clear Path of Travel?

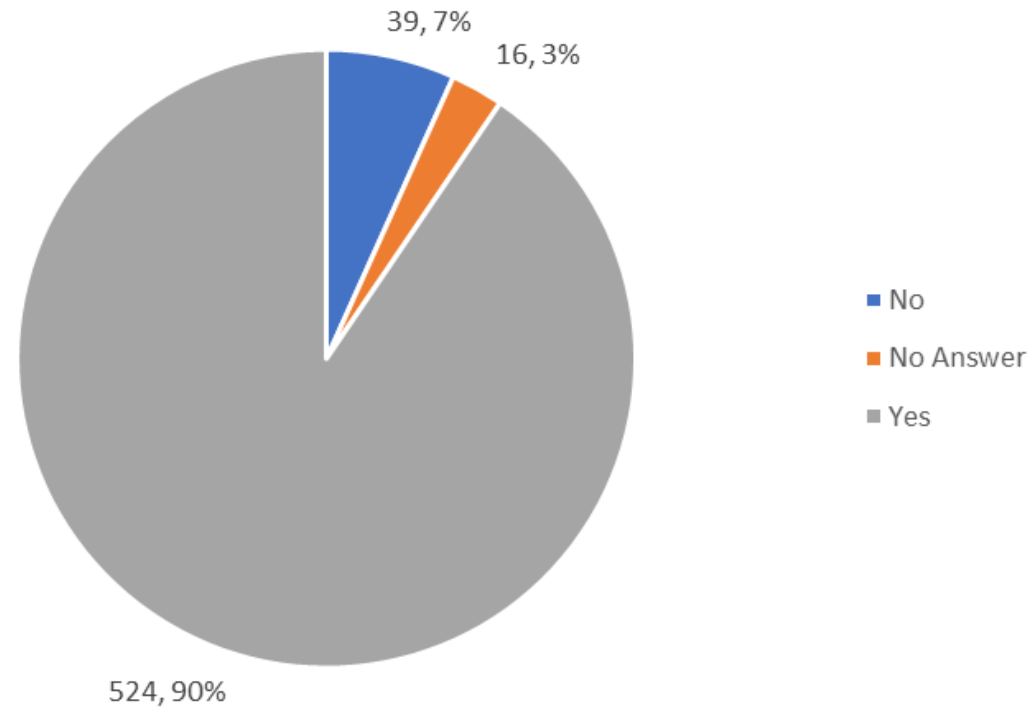


Photos of Inaccessible Path of Entry



Are Accessible Entrances The Same As Voting Entrances?

Is the accessible entrance the same as the voting entrance? (2023)



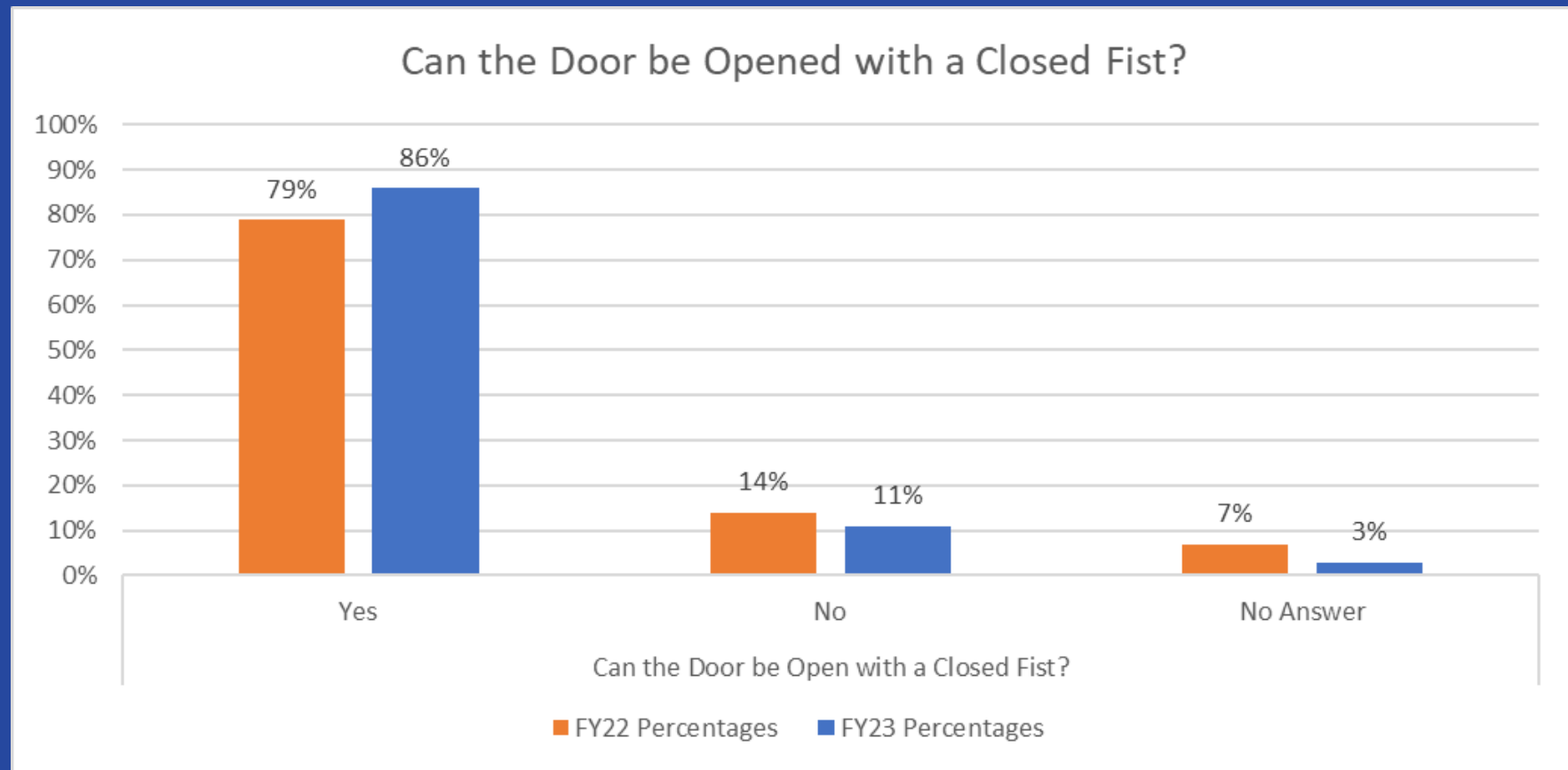
YES! Results indicate that 90% are accessible. However, some constituents report that this may not be the case during Special Elections.

Accessible Doors

- Doors should be held open by cones or election staff if they cannot be opened with a closed fist.
- If there is a cone holding the door open or a staff member holding the door open, this is acceptable.



Can Doors Be Opened with Closed Fist?



Photos of Inaccessible Doors:



Quick Fix

- Hold the door open with a cone or door jam.
- If the door has a turn knob, there are lever knobs that can fit over the turn knob:



Access Authority

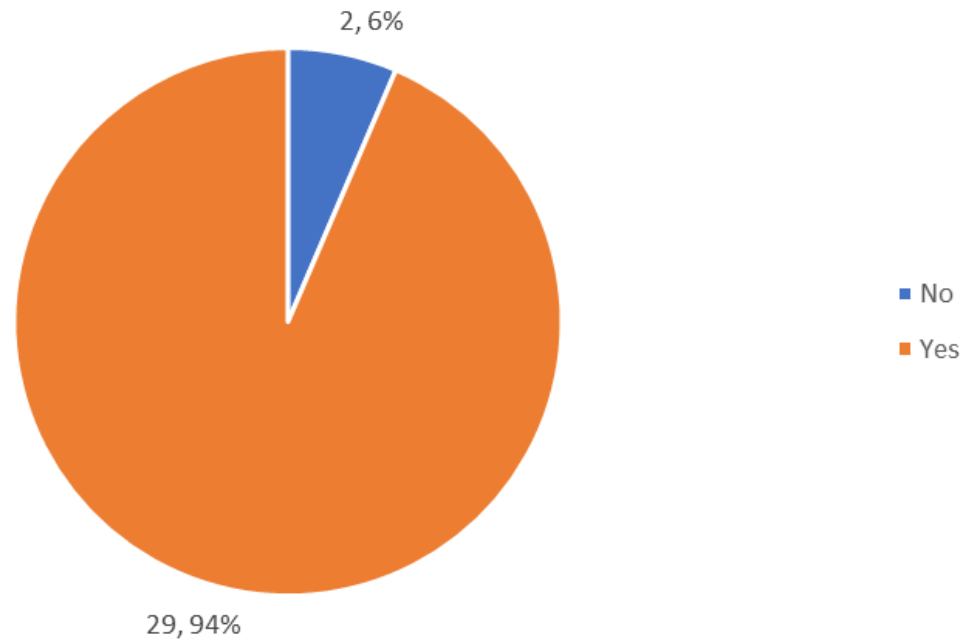
dLCV plans to request access to the inside of voting locations as a neutral observer. This will allow dLCV to not only be outside of the polling place, but also be present inside the polling places.

Audio Ballot Equipment

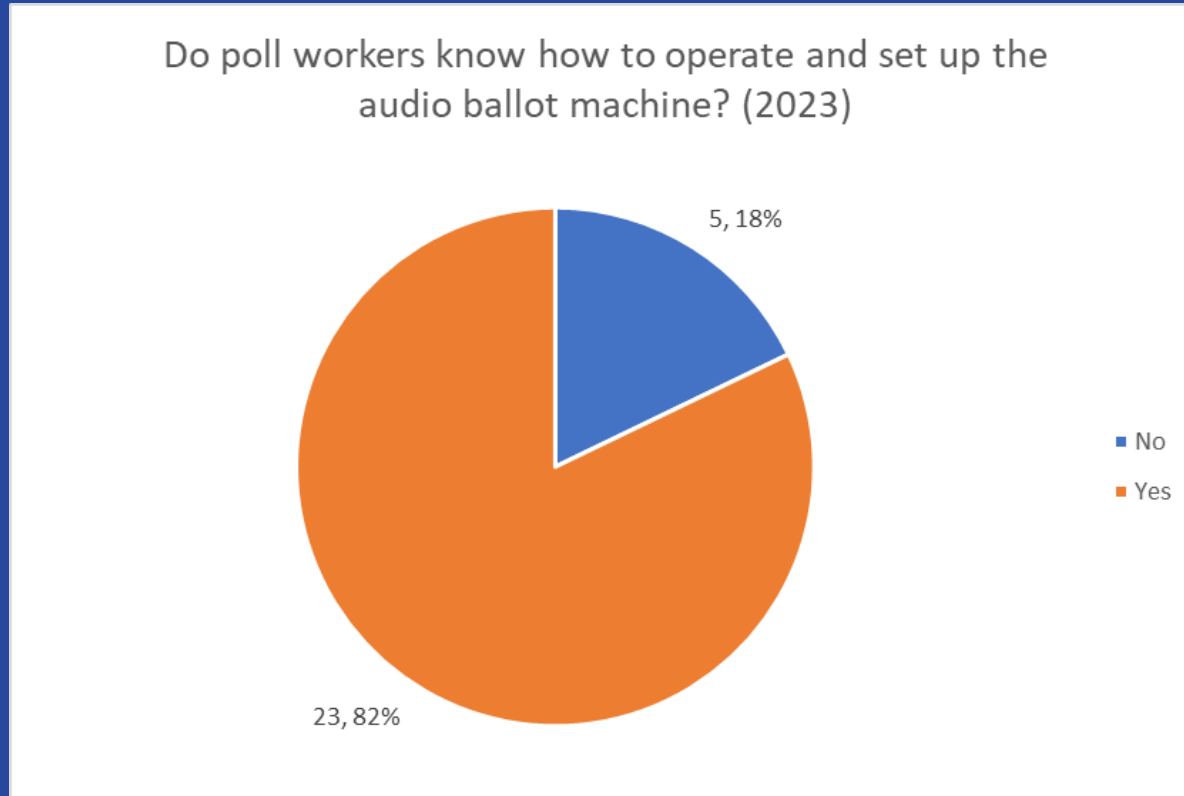
-
- § 24.2-626.1. Acquisition and use of accessible voting devices.** The governing body of any county or city shall provide for the use of a voting or counting system in all elections that shall:
- 1. Provide for at least one voting system equipped for individuals with disabilities at each polling place, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters;
 - Please note, this same section also focuses on language access.

Audio Ballot Equipment?

When you are voting at your own precinct, is there audio ballot voting equipment? (2023)



Do election staff know how to use it?



- Data shows that 82% of staff know how to use the machines

Quick Fix

-
- Ensure that staff is trained on how to use the audio ballot equipment.
 - Ideally, all staff will know how to use the equipment.
 - Test the equipment prior to Election Day.

Etiquette Scenario: Audio Voting Machine

An individual arrives at 9:00 am and asks to use your audio voting machine.

The machine is not set up yet.

You try to set up the machine and have issues setting up the machine.

What should you do?



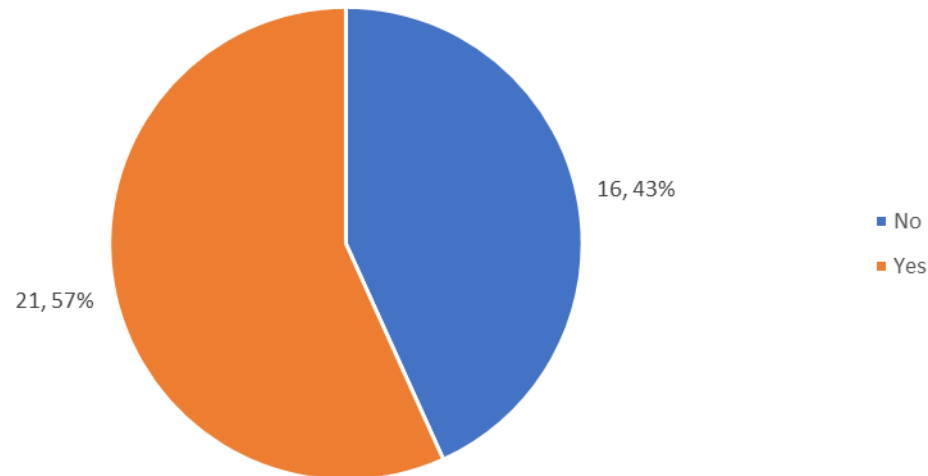
Follow Up

- Second situation: After voting, how do you address the person assisting them with mobility?
- What would you do?
- What was done?

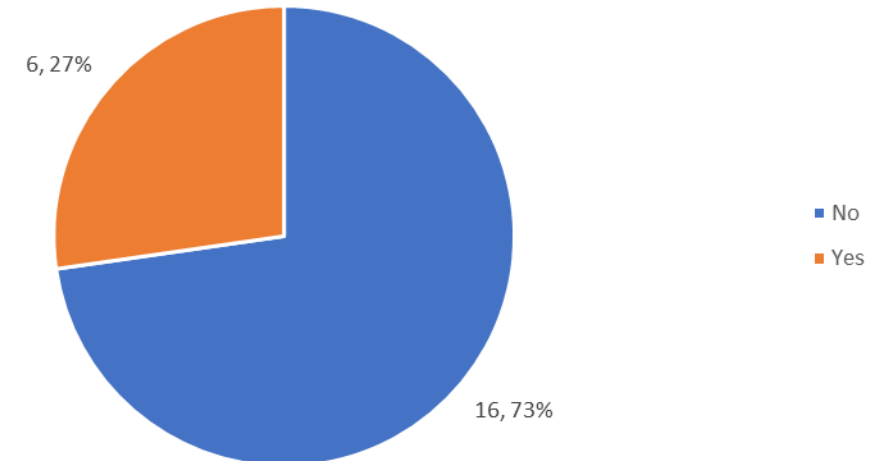


Signage

When you are in your own precinct, do you see a sign noting that voters can ask a poll worker for assistance with the voting process? (2023)



On the sign to request assistance for voting, does it state that there is a form to complete to have assistance in voting? (2023)



For the November primary, there will be posters available to let voters know of their rights.

Etiquette Scenario: When voters need assistance

A young woman comes to vote, and she informs you that her mother is her guardian and has limited guardianship.

She requests the form that she needs to fill out to allow her mother to assist her in voting.

What do you do?

What was done in this situation?



Disability Etiquette

Ask the person before you assist them. While you may think you are being helpful, always ask first.



Etiquette Continued

- Treat the device or aid as an extension of the person's body. Never touch or push on a mobility aid without the person's permission; it's part of them.
- Match your pace to the other person's pace.



Disability Etiquette

If a person has a visual disability, identify yourself and let them know about changes in texture where they are walking or if there are obstacles in their way (again, ask if they need help)

Look directly at the person that you are speaking to if they have a hearing disability.



Disability Etiquette

- Use language that other people might be aware of.
- If a person asks for space, give them space.



Scenario 1: General Etiquette

Individual is waiting in line to vote. The line is quite long, and he has waited for one hour. He is an amputee and uses two crutches to walk.

He has recently just gotten his rights restored, and this is his first time voting.

You see him with crutches and notice another person has accompanied him. You wonder if he needs a chair to vote.

- What do you do?
- What was done in this situation?



A wooden signpost with two directional signs. The top sign points right and says 'QUESTIONS'. The bottom sign points left and says 'ANSWERS'. The signpost is made of weathered wood and is set against a bright blue sky with scattered white clouds.

QUESTIONS

ANSWERS

For Faster Assistance

www.dlcvt.org/get-help

Call on Mon, Wed or Fri

8:30 am- 4:00 pm

800-552-3962 or 804-804-225-2042

CONNECT WITH US



ADDRESS

1512 Willow Lawn Drive Suite 100 Richmond, VA 23230

PHONE

1-800-552-3962 (toll-free) | 804-225-2042

WEBSITE

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Lunch Break

12:35PM-1:35PM

12:35PM-1:35PM