



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

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the Handbook

# **Chapter 10**

## **Election Day Prep**

August 2024

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## 10. Election Day Prep

<b>REQUIRED FORMS</b>  <a href="#">ELECT-15512-HAVA Complaint Form</a> <a href="#">ELECT-604 Prohibited Area and Activities Poster</a> <a href="#">ELECT-613 Explanation of Political Party Abbreviations Sign and Instructions</a> <a href="#">ELECT-643B – Attention All Voters Acceptable ID Poster</a> <a href="#">ELECT-649.1 – Curbside Voting Sign</a> <a href="#">HAVA-2 – Voting Information Poster (Federal Election Only)</a> <a href="#">HAVA-4 – Voting Rights and Responsibilities Officer of Election Training Standards published by the State Board of Elections</a>	<b>ADDITIONAL RESOURCES</b>  <a href="#">Ballot Oath templates</a> <a href="#">ELECT-538.1P-Notice-of-Primary-Cancellation-Poster-Template-(1-1-25)</a> <a href="#">ELECT-538.1AB-Notice-of-Primary-Cancellation-AB-Slips-Template-(1-1-25)</a> <a href="#">ELECT-612.1P Notice of Withdrawal Poster Template</a> <a href="#">ELECT-612.1AB Notice of Withdrawal AB Slips Template</a> <a href="#">Election Materials Order Form</a> <a href="#">Statement of Results (SOR) Write-ins Certification</a>
<b>REFERENCE</b>  <a href="#">5-Year Schedule of General Elections</a> <a href="#">Deadlines Calendar</a> <a href="#">Forms Warehouse</a> <a href="#">Virginia Department of Elections Website</a>	<b>REGULATIONS</b>  <a href="#">1VAC20-20-80. Complaints.</a> <a href="#">1VAC20-40-70. Applications for voter registration; affirmation of united states citizenship.</a> <a href="#">1VAC20-60-30. Electronic devices in polling place.</a> <a href="#">1VAC20-60-40. When ballot cast.</a>

### 10.1 CHAPTER OVERVIEW

This chapter provides a series of election day checklists. §10.2 suggests steps that should be taken annually when considering upcoming deadlines for known elections, including scheduling access to polling places and annual officer of election training. §§10.3-10.13 outline pertinent deadlines and provide suggestions for preparing for each election gradually, over the course of six months. §§10.14-10.19 cover election day and a high-level overview of the subsequent election related tasks the general registrar and local electoral board must ensure are complete.

We recommend that general registrars prepare an election checklist suited to their locality and its unique needs using the information contained in this chapter. This may require an adjustment to the timeline and additional details based on the type of election, equipment used to record ballots, and the type of pollbooks used to qualify voters at the polls. Be sure to read the chapters on Canvass (Chapter 14) and Provisional Ballots (Chapter 13), which contain essential post-election processes that should be considered when preparing for an election.

In the Commonwealth, we conduct statewide elections every November, have the possibility of primary elections each June and Presidential primary elections every four years in March, and a special election could be called nearly any time of year. As such, planning for the known elections can allow you more time to address unexpected elections.



## 10.2 ANNUAL ELECTION DAY PREP

### 10.2.1 Schedule Access to Polling Places

- Ask well in advance of the election that an election representative be added to the school district's "calendar committee" to have direct input into the school schedule.
- Notify polling place facility managers of all possible dates for all scheduled elections based on the 5-year Schedule of General Elections which is available on the [Department of Elections' website](#).
- Notify polling place facility managers when it is known that a primary election will or will not be held.
- Notify polling place facility managers of upcoming special elections as soon as the date is known.
- Schedule meeting facilities for the canvasses that year: "Written directions to the location of any room other than the clerk's or general registrar's office where the board will meet [must] be posted" before the canvass begins.<sup>1</sup>



**You cannot change a polling place or precinct within 60 days before a GENERAL election. At this point in the pre-election timeline, please make sure all polling places are accessible, usable, and ready for an election. If an emergency occurs, you may ask the Department of Elections to approve the emergency and an alternative polling place by submit an Emergency Poling Place Change ticket in the System Support Portal in JIRA.**

### 10.2.2 Officer of Election Training Schedule and Facility Reservations

You must establish a training schedule compliant with the State Board of Elections [training standards](#).<sup>2</sup> Each officer of election must complete training using training materials developed by the State Board of Elections. Alternatively, officers of election may complete the training course offered on the [Department of Elections website](#).<sup>3</sup> **Officers of election must complete one of these trainings before serving in their first election.**<sup>4</sup> This requirement applies to **each term** for which the officer of election is appointed.<sup>5</sup> Make reservations for training facilities in advance to ensure their availability.

Please remember that election laws change annually, and the Code of Virginia requires that each officer of election shall receive additional training or instruction whenever a change to election procedures is made to the Code or to regulations that alters the duties or conduct of the officers of election.<sup>6</sup>

<sup>1</sup> See Code of Virginia §[24.2-671](#).

<sup>2</sup> See Code of Virginia §§[24.2-103](#) and [24.2-115](#).

<sup>3</sup> See Code of Virginia §[24.2-103](#).

<sup>4</sup> See Code of Virginia §[24.2-115.2\(A\)](#).

<sup>5</sup> *Id.*

<sup>6</sup> See Code of Virginia §[24.2-115.2\(B\)](#).

### 10.3 SIX MONTHS TO ELECTIONS DAY

- Review polling place ADA accessibility. Make site visits to ensure compliance and that nothing has changed since the last time the facility was used.
- Review quantities of absentee ballot by mail supplies against permanent absentee voter numbers and the projected absentee by mail voter turnout. Review in-stock quantities and each form's revision date against ELECT's Forms Warehouse > Absentee Voting or against communications from ELECT on pending form updates. Reorder quantities as needed. If possible, order an envelope with a peel sealer mechanism to avoid gum seals closing prematurely with summer or fall humidity.
- If applicable, review quantity of blank ballot on demand (BOD) paper stock. Reorder paper as needed.

### 10.4 120 DAYS TO ELECTION DAY

#### 10.4.1 Notify Officers of Election and Schedule Training Sessions

Give the election officers ample advance notice so they can arrange to attend the necessary training. The training for these officers must either use the materials created by the State Board of Elections (SBE) or the online training course available on the [Department of Elections website](#). The Training Standards of the State Board of Elections are in the [Forms Warehouse](#).

#### 10.4.2 Notify Elections Support Facilities of Election Schedule

- Notify security departments, warehouse supervisors, school superintendents, principals, custodians, and other building managers of increased activity at locations where election preparations are performed.
- Establish election support procedures with police/sheriff/emergency departments.
- Verify that the space used for the canvass meeting will be available.

### 10.5 90 - 60 DAYS TO ELECTION DAY

- Prepare a folder specific to the upcoming election. This folder will be used to deposit forms and other information particular to that election. If you are using a paper folder, print out a copy of your checklist and attach it to the inside of your election folder.
- Review current versions of all election day forms, signs, envelopes, and materials.
- Order enough of the above materials in accordance with Department of Elections instructions via the [Election Materials Order Form](#).
- Reproduce all election day instructions and forms in sufficient quantities.
- Exclusive to a Primary Election: Upon receipt, post a copy of the Department of Elections notice calling for election on the official website of the county or city, at not less than 10 public



places in the county or city, or have the notice published at least once in a newspaper of general circulation in the county or city.<sup>7</sup>

- Once all local offices, candidates, and issues are determined, verify all are correct and complete in VERIS.
- Upon receipt of ballot proofing instructions from the Department of Elections via Official ELECT Advisory email, design (or coordinate with your vendor to design) the ballots.
- Submit (or if you use Print Elect, approve in Workflow) ballot proofs to the Department of Elections for approval.<sup>8</sup>
- Designate one person to be continuously present in the room in which the ballots are printed from the start to the end of the work and ensure that the undertakings of the printer's statement are complied with strictly.<sup>9</sup>
- Submit ballot order to your printer or vendor.
- Acquire the vendor's\printer's statement that they will only print the number of ballots requested and that all imperfect ballots will be destroyed. As a template for completing this task, use or model a locality specific statement as seen in form ELECT-616 Oath, Statement of Printer.<sup>10</sup> Ballot oaths can be found in [Forms Warehouse](#)
- Acquire the designated representative's signed statement that all ballots were printed, packaged, and shipped to the general registrar. As a template for completing this task, use or model a locality specific statement as seen in form ELECT-617 Oath, Statement of Electoral Board Representative.
- Acquire the signed statement that either a member of the electoral board, general registrar, or some other person designated by the electoral board or general registrar, ensured that the electoral board seal was affixed to the back of each official ballot\official ballot electronic file. As a template for completing this task, use or model a locality specific statement as seen in form ELECT-619 Oath, Statement of Representative Who Witnessed the Affixing of Ballots.<sup>11</sup>
- Complete form ELECT-618(2) "Certificate of Number of Ballots Received from Printer" and file with the minutes of the Board.<sup>12</sup>
- Complete the [Ballots Being Ordered survey](#) upon request by the Department of Elections.
- Complete the [Locality Use of Satellite Locations and Drop Boxes Survey and Satellite Location Readiness Checklist](#) upon request by the Department of Elections
- Provide notice of voting systems testing "(I) to the chairman of the local committee of each political party, or (ii) in a primary election, to the chairman of the local committee of the [...]"

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<sup>7</sup> See Code of Virginia §[24.2-517](#).

<sup>8</sup> See Code of Virginia §[24.2-612](#).

<sup>9</sup> See Code of Virginia §[24.2-617](#).

<sup>10</sup> See Code of Virginia §[24.2-616](#).

<sup>11</sup> See Code of Virginia §[24.2-619](#).

<sup>12</sup> See Code of Virginia §[24.2-618](#).



party holding the primary, or (iii) in a city or town council election in which no candidate is a party nominee [...], to the candidates.”<sup>13</sup>

- Conduct logic and accuracy (L&A) testing of voting systems, if applicable, electronic pollbooks (EPBs), and, if applicable, ballot on demand (BOD) printers used during early voting.<sup>14</sup>
- Complete the ELECT-633 AB/EV L&A Testing Certification Survey upon request by the Department of Elections.<sup>15</sup>
- If Election Day voting systems were tested at the same time as the early voting ones, complete the ELECT-633 ED L&A Testing Certification Survey upon request by the Department of Elections.
- Lock and seal the voting systems dedicated for early voting.<sup>16</sup>
- If not using a ballot on demand (BOD) system, prepare ballots for voting so that they are available for voting forty-five (45) days before any election.<sup>17</sup>
- Prepare sample ballots (be sure to review [§24.2-622](#)).<sup>18</sup>
- Distribute sample ballots.
- If Election Day voting systems were not tested at the same time as the early voting ones, set a date to conduct the final logic and accuracy test required for voting machines and, if applicable, electronic poll books (EPBs) used in pre-processing and on Election Day.
- Seal the counting equipment for the election after testing.<sup>19</sup>
- Publish notice of absentee voting days and hours.
- Conduct a refresher meeting with staff covering procedures for the upcoming election.<sup>20</sup>
- Submit work orders for distribution and return of polling place equipment and materials.
- Establish pre-election day staffing for the following duties:
  - Final polling place material preparations and distribution plans.
  - Electronic pollbook data management and testing.
  - Sunday or Monday pollbook/supply pickup.
  - Polling place equipment distribution.
  - Saturday absentee voting support;<sup>21</sup>

<sup>13</sup> See Code of Virginia [§24.2-633](#).

<sup>14</sup> See Code of Virginia §§[24.2-632](#), [24.2-633](#), and [1VAC20-60-70](#).

<sup>15</sup> See ELECT, Formswarehouse, [Formsite Links](#).

<sup>16</sup> See Code of Virginia [§24.2-634](#).

<sup>17</sup> *Id.*

<sup>18</sup> See Code of Virginia [§24.2-622](#) for details on preparing sample ballots.

<sup>19</sup> See Code of Virginia [§24.2-634](#).

<sup>20</sup> *Id.*

<sup>21</sup> See Code of Virginia [§24.2-701.1](#).



- 2 Saturdays before all elections.
  - If applicable, Sunday absentee voting support.<sup>22</sup>
- Establish election day staffing for the following duties:
  - Polling place opening and reporting support.
    - Machine techs
  - Polling place operating support.
    - Machine techs
    - Electronic pollbook techs
    - Reliefs
    - Rovers
  - Results reporting.
  - Polling place closing support.
- Establish after-election day staffing for the following duties:
  - Material transfer between clerk of circuit court and canvass site.
  - Clerical and communication support for canvass.
  - Canvass procedures and documentation.
  - Polling place equipment/supply pickup.
  - CAP by precinct reporting in Enhanced Results.
  - SDR voter registration processing.
  - Provisional ballot research.
  - Risk Limiting Audit (RLA) preparation.
- Start charging electronic pollbooks and voting machines.
- Ensure that you have a sufficient supply of “I Voted” stickers. If you do not, order enough for the upcoming election.
- Determine staffing needs for both online and paper voter registration application and online and paper absentee application processing.
- Establish a procedure for managing the increased flow of electronic and paper applications.

## 10.6 45 DAYS TO ELECTION DAY

- **Begin absentee voting for all elections.<sup>23</sup> Please see Part One, Two, and Four of Chapter 7 Absentee Voting for more information.**

<sup>22</sup> Id.

<sup>23</sup> See Code of Virginia §[24.2-612](#).





- Complete the [AB Compliance Survey](#) certifying absentee voting readiness upon request by the Department of Elections.
- If Election Day voting systems were not tested at the same time as the early voting ones, conduct logic and accuracy (L&A) testing of voting systems and, if applicable, EPBs used during pre-processing and Election Day.<sup>24</sup>
- In not already done, complete the ELECT-633 ED L&A Testing Certification Survey upon request by the Department of Elections.
- Lock and seal voting systems for pre-processing and Election Day.<sup>25</sup>
- Be prepared for inclement weather that may affect the early voting process.<sup>26</sup>
- Ensure that any polling place change notices have been mailed to the affected voters before the 30-day deadline.<sup>27</sup>
- **For Primary Elections Only:** A qualified candidate for a primary election may submit *on or after* the 44th day before, but *prior to* the immediate Tuesday before the primary election, notice of intent to withdraw.<sup>28</sup> Such notice must be signed and notarized.
  - Candidates may, but are not required to use the [ELECT-612.2 Candidate Withdrawal Form](#).
  - Localities will need to send [ELECT-612.1AB – Notice of Withdrawal AB Slips](#) with all absentee ballots and post [ELECT-612.1P – Notice of Withdrawal Posters](#) at all early voting locations and Election Day polling locations.
  - If such notice is received within the timeframe stated above and only one candidate remains the primary election may be cancelled. **Please see section 2.5.5.1 of Chapter 2 Local Electoral Boards for more information.**
  - Localities will need to send [ELECT-538.1AB – Notice of Primary Cancellation AB Slips](#) with all absentee ballots and post [ELECT-538.1P – Notice of Primary Cancellation Posters](#) at all early voting locations and Election Day polling locations.

## 10.7 30 DAYS TO ELECTION DAY

- Review in the [Learning Management System \(LMS\)](#) the items included in the Election Night and Post-Election Process Official ELECT Advisory upon notice it is ready by the Department of Elections.
- Review in the [Learning Management System \(LMS\)](#) the Enhanced Results Training Materials and begin testing in Enhanced Results upon notice it is ready by the Department of Elections.

<sup>24</sup> See Code of Virginia §§[24.2-632](#), [24.2-633](#), and [1VAC20-60-70](#).

<sup>25</sup> See Code of Virginia §[24.2-634](#).

<sup>26</sup> Chapter 3 Precincts and Polling Places and Chapter 11 Election Day Manual discuss emergency preparedness for polling places and some procedures for emergencies. Formswarehouse also has a section on [Emergency Procedures](#). See also ELECT Official Advisory 2024-01-18 Early Voting, Absentee Voting, and Inclement Weather.

<sup>27</sup> See Code of Virginia §[24.2-306](#).

<sup>28</sup> See Code of Virginia §[24.2-538.1](#).



- Attend Enhanced Results Training online webinars put on by the Department of Elections.
- Complete the [Election Setup Verification Survey](#) upon request by the Department of Elections.
- All notices of adopted changes to election district, town, precinct, or polling place other than the office of the general registrars must be sent.<sup>29</sup>
- Complete voter registrations for close of books.<sup>30</sup>
- Paper pollbooks (if used):
  - Verify complete.
  - Set up splits.
  - Hand correct for adds, deletes, changes, corrections.
- Verify polling place communications.
- Set aside voided copy of ballot(s) to be sent to the Department of Elections with the certified abstracts after canvass.<sup>31</sup>
- Update election day emergency numbers.
- Prepare polling place materials:
  - Code of Virginia, [Title 24.2 Virginia Election Law](#)
  - Forms:
    - Emergency paper pollbook (used if EPBs fail)<sup>32</sup>
    - Paper pollbooks (if used)
    - Pollbook count forms (if paper pollbooks used)<sup>33</sup>
    - Electronic pollbook summary screen sheet (if electronic pollbooks used)
    - Statement of Results<sup>34</sup>
    - Printed Return Sheet<sup>35</sup>
    - Write-In Certification for each set of the Statement of Results<sup>36</sup>
    - Officer of Election Oaths<sup>37</sup>

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<sup>29</sup> See Code of Virginia [§24.2-306](#).

<sup>30</sup> See Code of Virginia [§24.2-416](#); see also Virginia Administrative Code [IVAC20-40-70](#) . See Chapter 6 Voter Registration for more information.

<sup>31</sup> The general registrar shall send to the Department of Elections a statement of the number of ballots ordered to be printed, proofs of each printed ballot for verification, and copies of each final ballot. See Code of Virginia [§24.2-612](#).

<sup>32</sup> See Code of Virginia [§24.2-611](#).

<sup>33</sup> See [ELECT-643 PBC](#).

<sup>34</sup> See [Statement of Results](#)

<sup>35</sup> See [ELECT-658](#).

<sup>36</sup> See [Statement of Results \(SOR\) Write-ins Certification](#).

<sup>37</sup> See [Oath or Affirmation for Officers of Election SBE-120.docx](#).



- Officer of Election Suggestion
- Officer of Election Interest
- Grievance<sup>38</sup>



#### Regulation Note

**1VAC20-20-80: Complaints.** Anyone may make an informal complaint either by telephone or electronically (20-20-80(A)). It is the locality's responsibility to respond to these complaints, but the locality may request assistance from the Board as needed (20-20-80(A)). The Board must provide the forms from the Help America Vote Act of 2002 to allow people to make formal requests (20-20-80(B)). These formal complaints require review and a response from the Commissioner or Deputy Commissioner, who may contact the locality to gather more information (20-20-80(B)). If the submitted complaint does not meet the requirements of a formal complaint, it may be responded to informally by the appropriate staff (20-20-80(B)).

- Affirmation of Eligibility<sup>39</sup>
- Machine tracking sheets
- Ballot Record Report<sup>40</sup>
- ID Confirmation Statement<sup>41</sup>
- Voter Name Mistake Report
- Voter Registration Application<sup>42</sup>
- Provisional Ballot Envelope<sup>43</sup>
- Provisional Ballot Log<sup>44</sup>
- Provisional Voter Notice<sup>45</sup>
- Provisional Voter Notice – Identification<sup>46</sup>
- Voter Registration Cancellation Request
- Notification of Death<sup>47</sup>
- Request for Assistance<sup>48</sup>

<sup>38</sup> See Voter Complaint Form [ELECT-11512](#); see also the Virginia Administrative Code [1VAC20-20-80](#).

<sup>39</sup> See [Affirmation of Eligibility](#).

<sup>40</sup> See [Ballot Record Report, Non-Federal](#); [Ballot Record Report, Federal](#)

<sup>41</sup> See [ELECT-643ID – ID Confirmation Statement](#).

<sup>42</sup> See [Voter Registration Application](#).

<sup>43</sup> See [Provisional-Envelope---Rev-2023.pdf \(virginia.gov\)](#)

<sup>44</sup> See [ProvisionalBallotLogRev08.23.pdf \(virginia.gov\)](#)

<sup>45</sup> See [ELECT-653B-Provisional-Voter-Notice\\_Rev-8-2023.doc \(live.com\)](#)

<sup>46</sup> See [ELECT-643Pr Provisional Voter Notice - Identification](#).

<sup>47</sup> See [ELECT-427B](#).

<sup>48</sup> See [Request for Assistance](#).



- Incident Report<sup>49</sup>
- Overvote Notice
- Payroll
- Receipt for absentee ballot delivery
- Sample ballots
- Results-tracking Call-in Sheets
- Envelopes and Labels.<sup>50</sup>
  - Envelope 1A – Provisional ballots<sup>51</sup>
  - Envelope 1B – After hours provisional ballots, used only if instructed.
  - Envelope 2 or 2B – Oaths, Pollbooks, SORs, etc.<sup>52</sup>
  - Envelope 2A – Yellow printed return sheet<sup>53</sup>
  - Label 3 – Counted ballots<sup>54</sup>
  - Envelope 3A – overfull optical scan ballot container<sup>55</sup>
  - Envelope 4 – Spoiled and void ballots<sup>56</sup>
  - Envelope 5 – Unused absentee ballots, rejected/unopened/empty absentee envelopes<sup>57</sup>
  - Envelope 6 – Unused ballots<sup>58</sup>
  - Envelope 7 – Voting equipment keys, data storage units, machine seals<sup>59</sup>
  - Federal Elections ONLY – Envelope 7FED – copy of data storage unit(s).<sup>60</sup>
  - Envelope 8 – Completed paperwork<sup>61</sup>
  - Envelope 9 – Virginia Election Law book(s) (optional)
  - Envelope 10 – Officer of Election buttons/name badges
  - Envelope 11 – 4<sup>th</sup> set of optical scanner result tapes for HAND delivery to GR office (if used)

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<sup>49</sup> See [Incident Report](#).

<sup>50</sup> See [Checklist Certification of Materials Used in Elections, ELECT-659-668](#).

<sup>51</sup> See [Officer certification to reuse empty provisional votes envelope 1A](#).

<sup>52</sup> See [Envelope 2](#).

<sup>53</sup> See [Envelope 2A](#).

<sup>54</sup> See [Envelope 3](#).

<sup>55</sup> See [Envelope 3A](#) and [IVAC-20-60-50](#).

<sup>56</sup> See [Envelope 4](#).

<sup>57</sup> See [Envelope 5](#).

<sup>58</sup> See [Officer certification for Unused Envelopes](#).

<sup>59</sup> See [Envelope 7](#).

<sup>60</sup> See [Envelope 7FED](#).

<sup>61</sup> See [Label Envelope 8](#).

- Envelope 12 – duplicate and name mistakes list, notification of death of registered voter (optional)
- Inside Signs:
  - Attention All Voters/Acceptable ID<sup>62</sup>
  - Voter Process to Check In and Vote<sup>63</sup>
  - No Smoking<sup>64</sup>
  - How to Vote (based on equipment used)
  - Sample ballot
  - Prohibited Area and Activities<sup>65</sup>
  - Explanation of Political Party Abbreviations<sup>66</sup>
  - Voter Rights and Responsibilities<sup>67</sup>
  - Voting Information (HAVA-2)
  - Voter ID Requirements (HAVA-3)



#### Regulation Note

**1VAC20-60-30: Electronic Devices in Polling Places.** Regulation 20-60-30(A) states that individuals may use and bring electronic devices inside the polling place; party candidates and representatives, however, are prohibited from taking photos or videos within the polling place. Officers of election are authorized to monitor and restrict use of electronic devices inside the polling place if an individual's use hinders or delays the voting process, or if this device is being used to influence, intimidate, or solicit another individual's vote (20-60-30(B)). Those found violating 20-60-30 may be asked to stop using their electronic device, to use their electronic device outside the polling place only, or to leave the polling place entirely (20-60-30(B)). However, a voter may not be removed from the polling place for use of an electronic device until after their ballot is cast (20-60-30(C)). Any determination an officer of election makes as to the use of electronic devices in polling places is subject to immediate appeal to the local electoral board (20-60-30(D)). **Electoral boards are also forbidden from enacting any policy that categorically denies use of electronic devices in polling places (20-60-30(E)).**

- Outside Signs:
  - Vote Here
  - Handicapped Access

<sup>62</sup> See Attention All Voters (Acceptable ID) ([ELECT 643B](#)).

<sup>63</sup> See [Voter Check In Process Poster](#).

<sup>64</sup> See [No Smoking Sign](#).

<sup>66</sup> See Explanation of Political Party Abbreviations ([ELECT-613](#)).

<sup>67</sup> See [Voter Rights and Responsibilities](#).

- Handicapped Parking
- Curbside Voting with Instructions
- Voter Parking
- Polling Place
- Polling Place with Arrow
- No Campaigning Beyond This Point
- Precinct Name
- Support Materials: sealed voting machine key envelopes,<sup>68</sup> packing tape, masking tape, painter's tape, calculators, pens, pencils, ballot marking pens, paper clips, note paper, stapler and staples, rulers, scissors, tape measure, precinct maps, voter permits/access cards, numbered envelopes, labels, lanterns, umbrellas, uninterruptable power supplies, flashlights, sidewalk chalk, 40-foot marker lines, extension cords, surge protectors, band-aids, first aid kits, clip boards, magnifying sheets, pencil sharpeners, permanent markers, scotch tape and dispenser, rubber bands, rulers, wire cutters, hand sanitizer, "I Voted" stickers, banker's boxes.
- Prepare Election Day Guide for non-CAP precincts, Election Day Guide for CAP, and What Ifs for use in the election.<sup>69</sup>
- Prepare items that will be needed for the canvass:
  - Checklist of items to be retained by the registrar.
  - Provisional vote log to be used by the electoral board if provisional votes are counted.
  - Tally sheet for the electoral board to tally provisional votes that are counted.

## 10.8 20 DAYS TO ELECTION DAY

- Send reminder notices to officers of election about instruction meeting.
- Send notices to party chairs about programming of voting machines, if not done earlier.<sup>70</sup>
- Send notice to warehouse custodians regarding the programming/transport of machines.<sup>71</sup>
- Power up electronic pollbooks to verify that they are functioning properly.
  - Charge the batteries.
  - Download initial pollbook data file(s) and DMV data file. Verify that the data is complete and accurate.
  - Build initial electronic pollbook election file. Verify accuracy.
- Continue testing in Enhanced Results and attending training online webinars.

<sup>68</sup> See Code of Virginia §[24.2-639](#).

<sup>69</sup> Click [here](#) to find these forms.

<sup>70</sup> See Code of Virginia §[24.2-633](#).

<sup>71</sup> See Code of Virginia §[24.2-632](#).



- Prepare and publish public notice of final registration day at least 10 days before the close of books. This notice must include “the date, hours, and locations for registration.”<sup>72</sup>

## 10.9 15 DAYS TO ELECTION DAY

- Prepare paper and/or results tally sheets.
- Provide copies of tally sheets to personnel assisting with reporting results.
- Ensure personnel who may assist with entering results into Enhanced Results have access to Enhanced Results. If they do not, submit an Enhanced Voting System Support Jira ticket for them, making sure to check the Enhanced Results check box.
- Continue testing in Enhanced Results and attending training online webinars.

## 10.10 10 DAYS TO ELECTION DAY

- Package and seal ballots for polling places.<sup>73</sup>
- Prepare receipts for delivery of ballots, final absentee ballots list, and other election materials.
- Post notice of the canvass.<sup>74</sup>
- Mandatory preprocessing of absentee ballots begins on the seventh day immediately preceding an election (see Chapter 7 of GREB).<sup>75</sup>
- Ensure a plan is in place to post notice of any polling place changes at the previous location used. (Only necessary for the first primary and general election at a new polling place).<sup>76</sup>
- Continue testing in Enhanced Results and attending training online webinars.

## 10.11 3 DAYS TO ELECTION DAY

- Ensure all same-day registration records from early voting are entered.
- Final checks of paper pollbooks, supplies.
- Alphabetize or sort election oath forms in order of chief pickup schedule.
- Final in-person absentee ballot voting.
- On the Friday or Saturday before an election, you must hold a preprocessing meeting.<sup>77</sup>

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<sup>72</sup> See Code of Virginia §§[24.2-414](#), [24.2-415](#), and [24.2-416](#).

<sup>73</sup> See Code of Virginia §[24.2-620](#).

<sup>74</sup> See Code of Virginia §[24.2-671](#).

<sup>75</sup> See Code of Virginia §[24.2-709.1](#)

<sup>77</sup> See SBE Policy [2023-001](#).



## 10.12 2 DAYS TO ELECTION DAY

- Download and print Final AB List.<sup>78</sup>
- Electoral board signs Final AB List.<sup>79</sup>
- Prepare AB ballots to deliver to CAP.<sup>80</sup>
- Download final pollbook data for electronic pollbooks, create distribution files, and prepare EPBs for distribution.
- Print paper pollbooks.

## 10.13 MONDAY BEFORE ELECTION DAY

- Chief Pollbook/Supply pickup.
- Final emergency absentee ballot voting/update precinct lists.<sup>81</sup>
- For November general election, send certification to the Department of Elections that training of election officials has occurred.<sup>82</sup>
- If not already done, complete the ELECT-633 ED L&A Testing Certification Survey .
- Review in the [Learning Management System \(LMS\)](#) the items included in the Election Night and Post-Election Process Official ELECT Advisory.
- Review in the [Learning Management System \(LMS\)](#) the Enhanced Results Training Materials.
- Confirm notices are posted at any previous polling places that have been changed with information on how voters may find their new polling place. Provide translations, as necessary.<sup>83</sup>

## 10.14 TUESDAY ELECTION DAY

- Have a GREAT ELECTION!
- Receive and report election results from polling places after polls close.
- Enter required results in Enhanced Results only after polls close at 7:00 p.m.
- Enter election night provisional counts in Enhanced Results.
- Receive election materials from chiefs after election.
- Deliver (or transfer) election materials to the clerk of court in accordance with the Circuit Court Clerks Guidance memo provided in the Election Night and Post-Election Process LMS Course and in accordance with local procedures approved by the clerk of court.

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<sup>78</sup> See Code of Virginia §[24.2-710](#).

<sup>79</sup> *Id.*

<sup>80</sup> *Id.*

<sup>81</sup> See Code of Virginia §[24.2-705](#).

<sup>82</sup> See Code of Virginia §[24.2-115](#).

<sup>83</sup> See Code of Virginia §[24.2-306](#).





Alternatively, the electoral board may instruct the officers of election to deliver materials to the registrar's office.<sup>84</sup>

### 10.15 WEDNESDAY (ELECTION DAY + 1)

- To prepare for the canvass, print out/export the data that was entered into Enhanced Results on election night. Use these print outs to compare to the data determined to be correct during the canvass.
- Review in the [Learning Management System \(LMS\)](#) the items included in the Election Night and Post-Election Process Official ELECT Advisory.
- Review in the [Learning Management System \(LMS\)](#) the Enhanced Results Training Materials.
- Receive copies of ID documents from provisional voters who lacked ID on election day.<sup>85</sup>
- Receive election materials from clerk of court.
- Check in returned election materials.
- Conduct provisional ballot meeting.<sup>86</sup>
  - If ID has not been provided by the end of meeting for any provisional ballots cast due to lack of ID, the meeting will have to be adjourned to a later date (no later than the third day after the election [Friday]. If the third day is a weekend or holiday, the deadline becomes noon of the next business day [Monday]).<sup>87</sup>
- Conduct canvass.<sup>88</sup>
- Enter same-day registration records from Election Day into VERIS.
- While reviewing SORs, input election turnout and curbside data into Enhanced Results to help complete the canvass.
- Enter hand-counted ballots results and turnout in Enhanced Results.
- If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In "bucket" row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.
- Don't process hopper until after SDR duplicate report is ran

### 10.16 THURSDAY (ELECTION DAY +2)

- Receive copies of ID documents from provisional voters who lacked ID on election day.<sup>89</sup>
- Conduct provisional ballot meeting.<sup>90</sup>

<sup>84</sup> See Code of Virginia §§[24.2-659](#) and [24.2-668](#).

<sup>85</sup> See Code of Virginia §[24.2-653](#).

<sup>86</sup> See Chapter 13 Provisional Ballots.

<sup>87</sup> See Code of Virginia §[24.2-653](#).

<sup>88</sup> See Chapter 14 Canvass.

<sup>89</sup> See Code of Virginia §[24.2-653](#).

<sup>90</sup> See Chapter 13 Provisional Ballots.



- If ID has not been provided by the end of meeting for any provisional ballots cast due to lack of ID, the meeting will have to be adjourned to a later date (no later than the third day after the election [Friday]. If the third day is a weekend or holiday, the deadline becomes noon of the next business day [Monday]).<sup>91</sup>
- Conduct canvass.<sup>92</sup>
- Enter same-day registration records from Election Day into VERIS.
- While reviewing SORs, input election turnout and curbside data into Enhanced Results to help complete the canvass.
- Enter hand-counted ballots results and turnout in Enhanced Results.
- If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In “bucket” row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.

### 10.17 FRIDAY [MONDAY IN CASE OF HOLIDAY] (ELECTION DAY +3)

- Receive copies of ID documents from provisional voters who lacked ID on election day until noon.<sup>93</sup>
- Conduct provisional ballot meeting.<sup>94</sup>
- Coordinate with local USPS mail contact to ensure delivery of absentee ballots as soon after noon as possible.
- Review returned absentee ballots for post-marks acceptable to be processed as post-election absentee ballots.<sup>95</sup>
- Deliver appropriate absentee ballots to the CAP officers for processing.
- Conduct canvass.<sup>96</sup>
- While reviewing SORs, input election turnout and curbside data into Enhanced Results to help complete the canvass.
- Enter post-election results and turnout in Enhanced Results.
- Enter hand-counted ballots results and turnout in Enhanced Results.
- If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In “bucket” row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.
- If possible, make Provisional Ballot Meeting rulings on persons that lacked ID

<sup>91</sup> See Code of Virginia §[24.2-653](#).

<sup>92</sup> See Chapter 14 Canvass.

<sup>93</sup> *Id.*

<sup>94</sup> See Chapter 13 Provisional Ballots.

<sup>95</sup> See Code of Virginia §[24.2-709](#). See Virginia Administrative Code [1VAC20-70-20](#).

<sup>96</sup> See Chapter 14 Canvass.



## 10.18 SATURDAY (ELECTION DAY +4)

- Review and incorporate ELECT's Final Same Day Registration Duplicate Report into provisional ballot meeting preparations.

## 10.19 MONDAY THROUGH FRIDAY (ELECTION DAY +6 THROUGH 10)



- Note that while the deadline for the November General canvass is 10 days after the election, **the deadline for the June Primaries canvass is 6 days after the election.**
- Enter same-day registration records from Election Day into VERIS. All registration applications must be entered in VERIS by 5:00 p.m. Monday following the election.
- Complete Provisional Ballot Meeting.
- Enter provisional election results and turnout into Enhanced Results.
- Conduct canvass.<sup>97</sup>
- While reviewing SORs, input election turnout and curbside data into Enhanced Results to help complete the canvass.
- Enter post-election results and turnout in Enhanced Results.
- Enter hand-counted ballots results and turnout in Enhanced Results.
- If there is a write-in winner, create candidate in Enhanced Results and move their results out of the Write-In "bucket" row and into the newly created candidate row on the Summary Entry page and all applicable Detailed Results Entry precinct pages.
- Verify that all data entered in Enhanced Results matches the data determined to be correct at the conclusion of canvass.
  - Summary Entry page
  - Detailed Results Entry precinct pages
  - Statistics Entry pages
  - Voter Turnout Entry page
- Upload EPB voting credit and manually add provisional voter credit to VERIS.
  - Run the Credit Audit Report in VERIS.
  - Resolve issues, if present.
- Run the Enhanced Results reports to ensure accuracy of data entered.
  - Compare the Credit Audit Report in VERIS to the Voter Turnout report in Enhanced Results.
- If able, resolve any validation errors in Enhanced Results. If unable to clear a validation error, provide an explanation of why to the Department of Elections with abstracts.

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<sup>97</sup> See Chapter 14 Canvass.

- Mark local office winners in Enhanced Results.
- Pull Abstract of Votes from Enhanced Results and have electoral board members certify.
- If Write-Ins Certification is required, create and have electoral board members confirm accuracy and certify.
- Submit certified copies of abstracts, and required explanation documents, Write-Ins Certifications, and scanned voided ballots to the Department of Elections via the [Abstract of Votes Submission form](#).
  - Respond to Department of Elections staff requests for additional information, if requested as a result of reviewing your submission and entered data.
  - Mail abstracts and Election Results Certification Checklist to the Department of Elections only after approved to do so.
- Enter provisional data for counted and rejected ballots into VERIS and process letters.<sup>98</sup>
- Enter rejected absentee ballot data into VERIS and process letters.<sup>99</sup>
- Process new voter registration applications.
- Re-seal and deliver materials to clerk of court.

## 10.20 MONDAY (ELECTION DAY +13)

- Watch State Board of Elections meeting to see if your locality is chosen or approved for a risk-limiting audit (RLA).
- Instructions for locality participation in an RLA will be sent to all affected localities.
- Review the RLA Manual.<sup>100</sup>

## 10.21 ELECTION DAY + 30

- Deliver absentee ballots received after election to Clerk of Court.<sup>101</sup>

## 10.22 POST-ELECTION

- If your locality is having a recount, review the following for information about recounts and contested elections:
  - GREB Chapter 15 Recounts and Contests
  - Virginia Administrative Code 1VAC20-80-20<sup>102</sup>
  - Code of Virginia, Title 24.2, Chapter 8<sup>103</sup>

<sup>98</sup> See Chapter 13 Provisional Ballots.

<sup>99</sup> See Chapter 14 Canvass.

<sup>100</sup> See Chapter 19 RLA Manual.

<sup>101</sup> See Code of Virginia §24.2-710.

<sup>102</sup> See Virginia Administrative Code [1VAC20-80-20](#) for information about recounts and contested elections.

<sup>103</sup> See Code of Virginia §24.2-800 et. seq.



- [Recount](#) page in FormsWarehouse
  - Recount Course in ELECT's [Learning Management System \(LMS\)](#).
- Retrieve materials from Clerk of Court.
  - Oath completed by the officers of election.
  - Voting machine keys.
  - Voting machine memory cards.
    - If a federal election, make copies of each thumb drive for submission back to the circuit court clerk in Envelope 7FED. Follow security protocols\ELECT guidance\Voting Equipment vendor guidance when copying voting equipment thumb drives.
  - Paper Pollbooks (if used).
  - Pollbook count sheets (if used).
  - EPB thumb drives.
- If your locality does not use EPBs, manually enter voter credit into VERIS using paper pollbooks.
- Run the Credit Audit Report out of VERIS and the Voter Turnout report out of Enhanced Results and compare.
- Notify Department of Elections staff once all credit is entered into VERIS via the Election Results Certification Checklist and if you determine changes need to be made to turnout in Enhanced Results.

