

## Glossary of Terms

<b>Term</b>	<b>What they mean</b>	<b>What they do</b>
<b>AB</b>	Absentee Ballot	A method of voting when a person will not be physically present at the polls on election day.
<b>Ad Hoc</b>	Custom Reporting	A custom report created by the user.
<b>ADA</b>	Americans with Disabilities Act	Federal civil rights law that prohibits discrimination against people with disabilities.
<b>Administrative Code or Admin Code</b>	The set of regulations formally adopted by the State Board of Elections (or other Boards or agencies)	These regulations promulgated through the Administrative Process Act have the same force and effect as the law in the Code of Virginia.
<b>Affirmation (or attestation)</b>	A statement of fact attesting to the fact that what they write on a form is correct (signature or mark from a voter)	Used to confirm information provided by a voter.
<b>APA</b>	Administrative Process Act	The law and regulations governing the process for the State Board of Elections, or other regulatory entity, to adopt regulations.
<b>BMD</b>	Ballot Marking Device	A voting machine that uses an electronic interface to mark a ballot for a voter and print it on a ballot that can be scanned into the voting system.
<b>BRM and QBRM</b>	Business Reply Mail and Qualified Business Reply Mail	Methods of providing return postage paid on items sent through the United States Postal Service.
<b>CAPs</b>	Central Absentee Precinct	Absentee Voting Precinct for a locality where all absentee votes are processed.
<b>Certificate of Mailing</b>	A receipt	Indicates the date mail was presented to the United States Postal Service for delivery.
<b>CSV</b>	Comma-Separated Values	A format in which data in a file is separated by a comma. This format is used for importing and exporting data.
<b>Curbside voting</b>	A voting method	Used by voters with physical limitations may vote at the polls from the convenience of their vehicle.
<b>DPV</b>	Delivery Point Validation	A validation used by USPS address validation software to indicate if an address is an exact address recognized by USPS.
<b>DPVA or DPV</b>	Democratic Party of Virginia	The official state infrastructure of the Virginia Democratic Party.
<b>DRE system</b>	Direct Recording Electronic System (“touch screen voting machines”)	A computerized list of candidates that a voter uses to cast a vote. The voter pushes a button or a specific area of the computer screen that corresponds with the candidate for whom he or she wants to vote. The computer reads the input and tabulates the results. These types of voting machines are outlawed for use in Virginia.
<b>EAC</b>	Election Assistance Commission	Federal agency that monitors HAVA spending and serves as a clearinghouse for election information.
<b>EB</b>	Electoral Board	Three-member, local board tasked with multiple election duties. (§§ 24.2-106-109.1)

<b>ELAS</b>	Electronic Legislative Action Summary	This is the system the Governor's Office uses to track and maintain information related to legislation for which ELECT is responsible.
<b>EPB</b>	Electronic Poll Book	An electronic method of presenting voter information for check-in at polling places in order to vote.
<b>ERIC</b>	Electronic Registration Information Center	A project by a group of states and territories to share voter registration information across state lines to ensure proper list maintenance.
<b>EWP</b>	Employee Work Profile	Formal document providing work expectations and deliverables for a particular position within the agency.
<b>Federal Election</b>	An election in which federal offices are on the ballot	Federal offices are President, Vice President, U.S. Senate, and U.S. House of Representatives.
<b>FPCA</b>	Federal Post Card Application	Serves as a voter registration application and/or absentee ballot application. Is only acceptable from voters who are covered by the UOCAVA (see below).
<b>FWAB</b>	Federal Write-In Absentee Ballot	A "back-up" ballot used by an absent uniformed services voter or a citizen residing outside the United States when the voter does not receive his or her regular ballot from the state or territory.
<b>General Election</b>	A regularly scheduled local, state, or federal election	Registered voters elect officeholders. General elections are scheduled for May (local offices) and November (federal, statewide, General Assembly, constitutional, and local offices).
<b>GR</b>	General Registrar	Individual within the locality who is tasked with activities concerning voter registration and the administration of elections. (§§ 24.2-110-114)
<b>HAVA</b>	Help America Vote Act	A federal law that requires states to meet federal election technology and administration requirements.
<b>Hopper</b>	A work queue for action items that need processing	Hoppers are found in VERIS. (e.g., incomplete voter registrations, transfers, death notices).
<b>ITIM</b>	Information Technology Investment Management	A system in which requests for use of information technology time, resources, and funds are evaluated and scored against agency priorities.
<b>LEO</b>	Law Enforcement Officer	Registered voters identified as being a LEO are considered protected voters.
<b>List Maintenance</b>	The process of maintaining accurate voter registration lists	GRs are presented with information in their Hoppers in VERIS for voters who have potentially moved, died, been convicted of a felony, or adjudicated as mentally incapacitated.
<b>Locality</b>	Virginia County or Independent City	Virginia has 133 counties and independent cities. Each locality has its own Electoral Board and General Registrar.

<b>Money Committees</b>	The House Appropriations Committee or the Senate Finance and Appropriations Committee	The two committees in the General Assembly responsible for the allocation of funds in the state budget.
<b>MOU</b>	Memorandum of Understanding	An agreement between two state agencies detailing responsibilities of each in a cooperative effort.
<b>NCOA</b>	National Change of Address	A system purchased from the USPS to provide forwarding address information for voters who have potentially moved from the residence address indicated in the voter registration. This information is used in voter registration list maintenance.
<b>NVRA</b>	National Voters Registration Act (sometimes referred to as “Motor Voter” because of requirements for DMVs to provide voter registration opportunities)	An act to improve voter registration procedures and increase the locations at which individuals may register (e.g., bureau department of motor vehicles branches). The system uses NVRA to refer to organizations that supply voter registration applications.
<b>OOE</b>	Officers of Election	Poll Workers
<b>Optical scan or Digital scan</b>	A method of voting in which a voter marks a ballot, and the ballot is scanned into a machine that reads the votes and tabulates the results	The voter fills in a circle or box next to the candidate for whom he or she wants to vote. The ballot is scanned into a machine that reads the marks and tabulates the results.
<b>P&amp;E</b>	Privileges and Elections Committee	Most bills that concern SBE and ELECT go before these committees. There is a House P&E Committee and a Senate P&E Committee.
<b>PDF</b>	Portable Document Format	A file format that presents information with its original formatting intact. To view a PDF file, you must have Adobe Reader installed on your PC.
<b>PRO</b>	Protective Order	Registered voters identified as having a PRO are considered protected voters.
<b>Prohibited voter</b>	A person who is ineligible to vote due to appearing on a death, felony conviction, or mentally incapacitated list	Lists are provided by various state agencies and included in the appropriate Hopper for processing.
<b>Provisional ballot</b>	A method for casting a vote when a person's name does not appear on the poll list or there is question as to the person's eligibility to vote	After election day, the election board decides if the person's ballot should be counted based on the status of the provisional voters’ registration.
<b>RDI</b>	Residential Delivery Indicator	An indicator used in USPS address validation that denotes an address as residential or commercial.
<b>RPVA or RPV</b>	Republican Party of Virginia	The official state infrastructure of the Virginia Republican Party.

<b>SBE</b>	State Board of Elections	The State Board of Elections is the regulatory board for the Department of Elections. It is authorized to prescribe standard forms for voter registration and elections, and to supervise, coordinate, and adopt regulations governing the work of local electoral boards, registrars, and officers of election.
<b>SOR</b>	Statement of Request	A request for use of Information Technology time, resources, or funds.
<b>SOW</b>	Statement of Work	Agreement for vendors, etc. detailing the work requirement and deadlines of a specific project.
<b>SSA</b>	Social Security Administration	A federal government agency that administers federal social security programs.
<b>TSV</b>	Threatened or Stalked Voter	Registered voters identified as being a TSV are considered protected voters.
<b>UOCAVA</b>	Uniform and Overseas Citizens Absentee Voting Act	A federal law to allow absent military or overseas citizen voters to register and vote by absentee ballot.
<b>URL</b>	Uniform Resource Locator	The global address of documents and other resources on the World Wide Web.
<b>USPS</b>	United States Postal Service	Provides information regarding change of address notices so voter registrations may be updated. Also provides a system for standardizing addresses.
<b>VAEHA</b>	Voting Accessibility for the Elderly and Handicapped Act	An act to require U.S. polling places to be physically accessible to people with disabilities and the elderly. If no such location is available, an alternate means of casting a ballot (e.g., absentee ballot) must be provided.
<b>VEBA</b>	Virginia Electoral Board Association	The Virginia Electoral Board members association.
<b>VERIS</b>	Virginia Election and Registration Information System	The web-based application that provides the state and localities with the tools to manage information for voters, precincts, poll resources, elections, absentee applications and ballots, and petitions.
<b>VIRTRU</b>	Encryption component of Gmail	Encrypts emails containing sensitive information.
<b>VR</b>	Voter registration	The requirement that a person, otherwise eligible to vote, must register on an electoral role in order to be permitted to vote.
<b>VRAV</b>	Voter Registrars Association of Virginia	General Registrars Association of Virginia.