



**Chief Officer Training
Montgomery County
March 5, 2024**

Introductions



Electoral Board:

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

Registrar:

Connie Viar

Chief Deputy Registrar:

Trina French

The Day Before the Election



Chief Officers will come to the Registrar's Office the day before the election to:

- Pick up the Chief's case
- Take and sign the Officer's Oath
- Receive final instructions and reminders

Sign up today for your pickup time on Monday, March 4th.

DON'T TALK POLITICS

Dual Primary

- Two elections held in the same polling place on the same day.
- Voters may vote in either Primary, but not both (§ 24.2-530).
- Voters may come up to either pollbook for check-in.
- Voters can change their minds any time up until they cast their ballot.
- The FVS optical scan voting machine will recognize both ballots. The FVS will print a combined zero tape.
- Statement of Results (SOR) is combined.
- Write-in votes are not permitted in a Primary.



Dual Primary



A voter can change their mind about which primary to vote in – as long as they have not already sent their ballot through the scanner.

The Chief Officer will:


- Spoil ballot of undesired primary by writing the word, “Spoiled” across it and then place it in Envelope 4.
- Cancel Voter’s check-in for that election on the Poll Pad using their Chief’s password.
- Check the Voter in for the desired primary. A new Ballot Receipt will print. The Voter will exchange this Ballot Receipt for the ballot desired.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- Look up the voter (Manual Search or Scan).
- Tap on Voter's name.

7:20 PM Sun Jan 7 2024 March Primary L&A - 03/05/2024
Last Imported: 12/22/2023, 11:42:38

 **Montgomery County**
Office of Elections



Precinct Records: 62344
Checkins: 1 (SB: 3)

START OVER

DOE J

Search **ADVANCED OPTIONS**

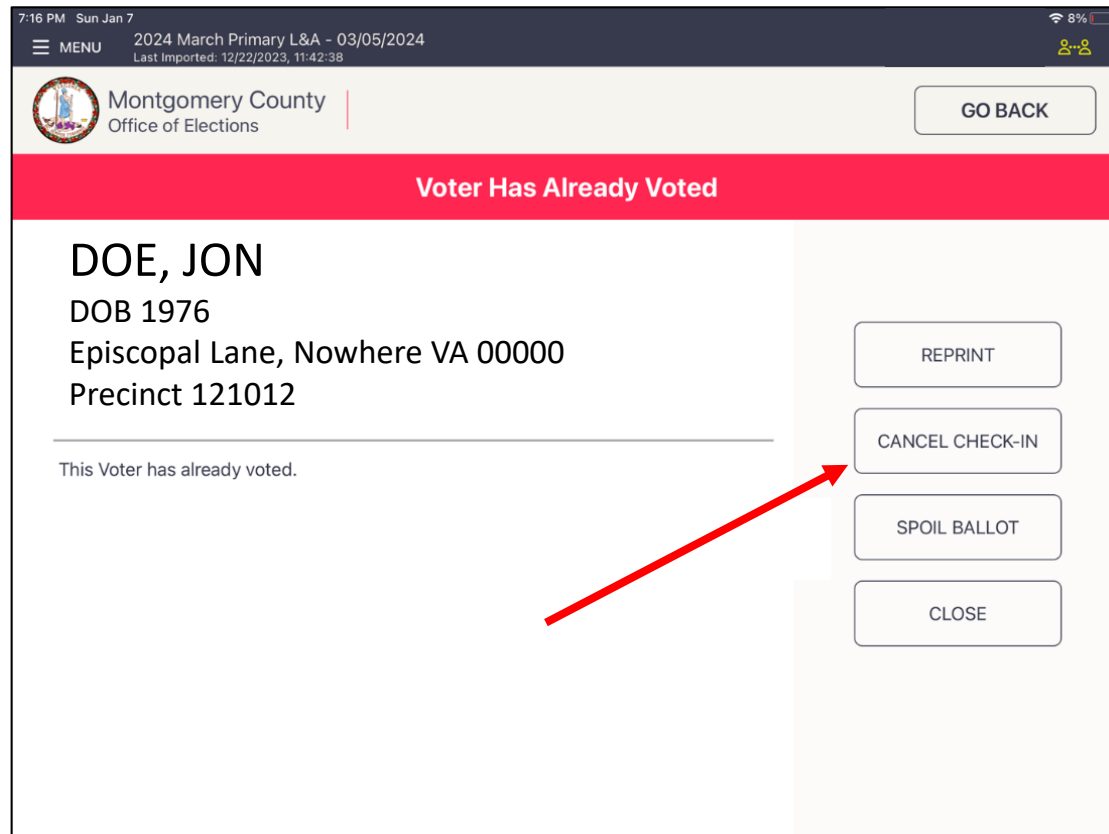
SHOWING TOP RESULTS. PLEASE NARROW YOUR SEARCH CRITERIA.

	DOE, JANE Trinity Lane, Nowhere, VA 00000	Inactive	Trinity Community Precinct: 1210205
	DOE, JON Episcopal Lane, Nowhere VA 00000	Voted	Christ Episcopal Precinct: 1210102 Ballot Style: Christ Episcopal - 00102 CHK: 01/07/2024, 19:20:00

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

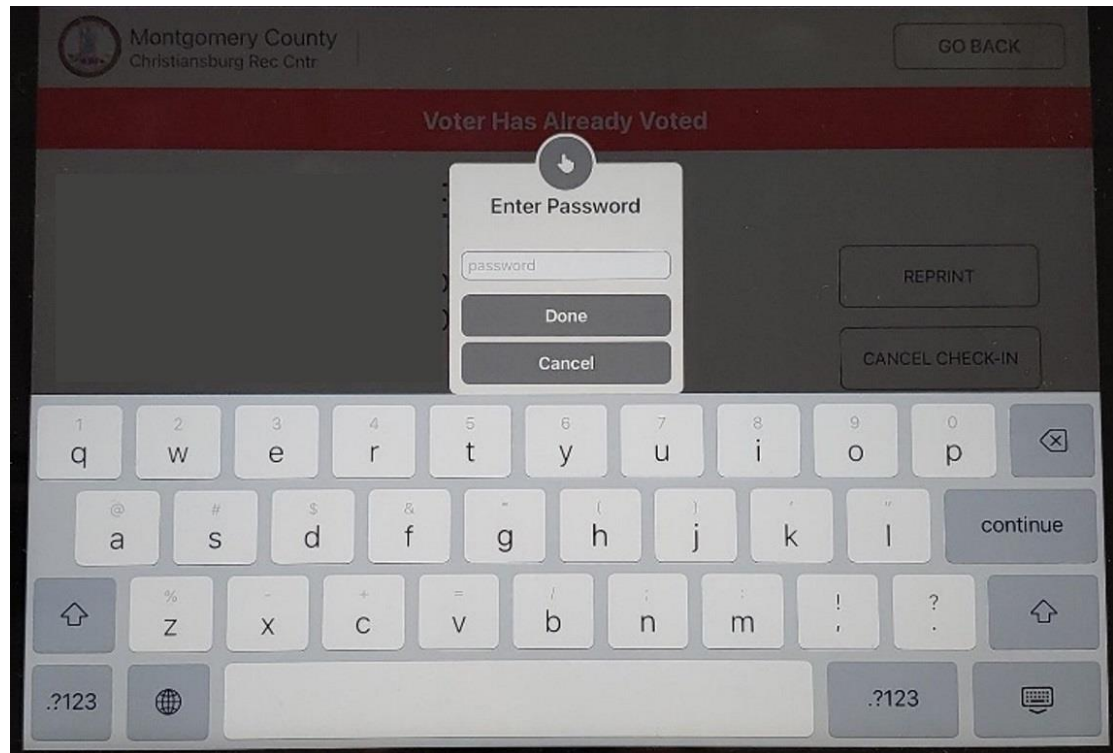
- Click on “Cancel Check-In” on the right side of the screen.



Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- The Enter Password screen will appear.
- Enter the Chief's Password and click "Done" to proceed.



Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- Enter Officer's Initials on "Poll Worker Name" line.

Step 1: Poll Worker Name and Reason

Cancel Voter Check-In

Poll Worker Name: tcf

Type Details

SELECT REASON

- Wrong Voter Processed
- Voter Left Without Voting
- Voter Voted Provisionally
- Voter Selected Wrong Party
- Other

NEXT

- Click "Select Reason" on the right side of the screen.
- Choose "Voter Selected Wrong Party" from options.
- Click "Next" (top right) when it becomes available.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- Officer must sign. Then click “Submit” button at top right.

The screenshot shows a tablet screen with the following elements:

- Header:** A dark bar with a left arrow and the text "BACK", the title "Step 2: Review, Sign and Submit", and a close icon (X) on the right.
- Title:** "Cancel Voter Check-In" in the top left of the main content area.
- Buttons:** A blue "SUBMIT" button in the top right and a dark "CLEAR SIGNATURE" button below it.
- Voter Information:** A light gray box containing the text:
Voter Information:
DOE, JON
Episcopal Lane, Nowhere VA 00000
Voter Selected Wrong Party
- Signature:** A large, stylized handwritten signature in black ink over a horizontal line.
- Labels:** A small "x" icon to the left of the signature line and the text "Election Judge Signature" centered below the line.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- The Poll Pad will return to the Voted Voter screen.
- Chief should then click “Close” to complete the process and return to the voter search screen.

The screenshot shows the Poll Pad interface for Montgomery County Office of Elections. At the top, the status bar indicates 7:16 PM on Sun Jan 7, with a battery level of 8%. The app header includes a menu icon, the text '2024 March Primary L&A - 03/05/2024', and 'Last Imported: 12/22/2023, 11:42:38'. Below the header is the Montgomery County Office of Elections logo and a 'GO BACK' button. A red banner across the screen reads 'Voter Has Already Voted'. The main content area displays the voter's information: 'DOE, JON', 'DOB 1976', 'Episcopal Lane, Nowhere VA 00000', and 'Precinct 121012'. Below this information, it states 'This Voter has already voted.' On the right side of the screen, there are four buttons: 'REPRINT', 'CANCEL CHECK-IN', 'SPOIL BALLOT', and 'CLOSE'. A red arrow points to the 'CLOSE' button.

Dual Primary

Canceling a Voter's Check-In on the Poll Pad

- After completing the check-in cancelation, it will now be possible to check the voter in for the desired primary election.
- Voter will receive a new Ballot Receipt which they will then exchange for the desired ballot.
- Do not remove Voter's original Ballot Receipt from the Ballot Receipt Box.

Dual Primary

The Ballot Receipt printed by the Poll Pad will indicate which election the voter has been checked in for.

- During the day, keep the two types of Receipts separated as much as possible in the one box.
- Use rubber bands to organize Receipts before placing them in the Ballot Receipt Envelope.



Dual Primary

- Election supplies are often duplicated for the two primaries.



Closing and locking the Cage



When you close the doors and are rotate the handle to secure the doors, make sure the hooks (at the top and bottom) catch properly on the frame before you apply the lock.



Wrong way to close the cage door



Closing and locking the Cage

When the hooks catch properly, there will be much less movement of the doors (in and out).

Right way to close the cage door

Ballots will be delivered to the polling place in the cage



- On Election Morning, Ballot Officers will count packs of ballots and confirm the precinct has received the expected number of ballots according to the *Receipt for Ballots*.
- Ballot Officer or Chief may sign the *Receipt for Ballots* form.

Cage - Top Shelf Contents



Top shelf – Front Row

1 Poll Pad Case must be placed in front of the other two cases.



Box/Envelope 6
Unvoted Ballots:
a box for each
primary

Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed lengthwise in the cage.



Marking Booths (5)

Clear Plastic Box

Machine Instructions
w/Headphones

Power Cords

Surge Protectors

Clipboards

Privacy Folders

Ballot Receipt Box

Election Day Situations

- If you find an item is missing, **call the Registrar.**
 - Signs, forms, other supplies
 - Fewer or more than expected packs of ballots
- If an item of equipment is not starting up properly or if a seal is damaged or missing, **call the Registrar immediately.**
- If an Authorized Representative or an outside Campaigner won't heed your instructions, **call the Registrar.**

Registrar's Office: 540-382-5741

Processing a Provisional Ballot



Last November, seven Provisional Voters sent their ballot through the scanner instead of placing it in the Provisional Ballot Envelope.

- SDR Officers will hold onto each Voter's ID and not return it until the Voter brings their ballot back and puts it in their Provisional Envelope. Explain this to the Voter.
- Each precinct will be issued 100 PRE-FOLDED Ballots (50 for each primary) to use as Provisional Ballots.
 - Voting Machine Officers should keep watch for ballots that have been folded. If they see a ballot which looks like it was once folded, they must send the Voter to the Chief or assisting SDR Officer(s).

Electronic Pollbooks



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear plastic bin on the top shelf of the cage.
- Chief's Binder has a copy of the instructions, so you can review before Election Day.



Election Day Set Up

Pollbook Officers



- A spot check comparison between Absentee Voter names listed in the Final Absentee Ballot Report and names listed on the Poll Pad is no longer required.
- A report with final absentee voter totals will be included with the paper pollbooks zipped in the lid of the Chief's case.
- Numbers for your precinct will be highlighted.

Election Day Set Up

Pollbook Officers



- Print one Pollbook Opening Summary Report from each of the three Poll Pads according to the Poll Pad setup instructions.
- Officers must also complete the Pollbook Summary FORM.
 - The Poll Pads display check-in counts for the two primaries, but the information is not printed on the Summary Report tapes.

Election Day Set Up

Pollbook Officers



POLLBOOK SUMMARY		ENVELOPE 2B	
MONTGOMERY COUNTY, VIRGINIA MARCH 5, 2024 – DUAL PRESIDENTIAL PRIMARY Precinct: _____			
This information will be found on the Poll Pad Summary Report Screen. This information will be used to fill out the SOR at close of day.			
Opening		Closing	
Time: _____		Time: _____	
Total Check-Ins: _____		Total Check-Ins: _____	
Democratic Check-In: _____		Democratic Check-In: _____	
Republican Check-In: _____		Republican Check-In: _____	
_____ Opening Officer of Election Signature		_____ Closing Officer of Election Signature	

Check-in Table Voting Hours



- Poll Pad prints a Ballot Receipt for each voter when check-in is complete.
- The Primary Party chosen by the voter will appear on the Ballot Receipt.
- Hand Ballot Receipt to voter when returning ID.
- Direct Voter to Ballot Table.

Chief Officers: If there is not enough physical space for a separate Ballot Table, Pollbook Officers may retain Ballot Receipt and issue the ballot directly to the voter.

Example Paper Ballot (March 2024)

Name of Primary

Ballot Style

Commonwealth of Virginia, **SAMPLE BALLOT**
County of Montgomery
Republican Party Presidential Primary
Tuesday, March 5, 2024

Ballot Style: 1

Making selections

To vote for a candidate, fill in the oval to the left of the name.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.

President
Vote for only one

- ☐ Chris Christie
- ☐ Ryan L. Binkley
- ☐ Vivek Ramaswamy
- ☐ Donald J. Trump
- ☐ Ron D. DeSantis
- ☐ Nikki R. Haley

Example Paper Ballot (March 2024)

Name of Primary

Ballot Style

Commonwealth of Virginia, **SAMPLE BALLOT**
County of Montgomery
Democratic Party Presidential Primary
Tuesday, March 5, 2024

Ballot Style: 2

Making selections

To vote for a candidate, fill in the oval to the left of the name.
If you want to change a vote or if you have made a mistake, ask an election officer for another ballot.
If you make marks on the ballot besides filling in the oval, your votes may not be counted.

President
Vote for only one

☐ Marianne Williamson

☐ Joseph R. Biden, Jr.

☐ Dean Benson Phillips

Approved Identification

Commonwealth of Virginia Place in Envelope #8

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

A Officer of Election:

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

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

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

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

ELECT-643ID 8/2020

Do NOT
turn a voter away
for lack of
identification!

- Send the voter to the Chief.
- Voter can sign an **ID Confirmation Statement** affirming they are the registered voter they claim to be. A voter can then be checked in and allowed to vote normally on the precinct equipment.

Ballot Officer

While the Polls Are Open



- Responsible for handing out ballots to voters
 - Take the **Ballot Receipt** from the voter and place in Ballot Receipt Box.
 - Pick up ballot which corresponds to Voter's selected primary.
 - Remind voters to:
 - Fill in ovals completely and neatly
 - Insert ballot in privacy folder and hand folder with ballot to the voter.
 - Direct voter to marking booth area.

Equipment Seals

Morning Tasks - Follow Opening Instructions!

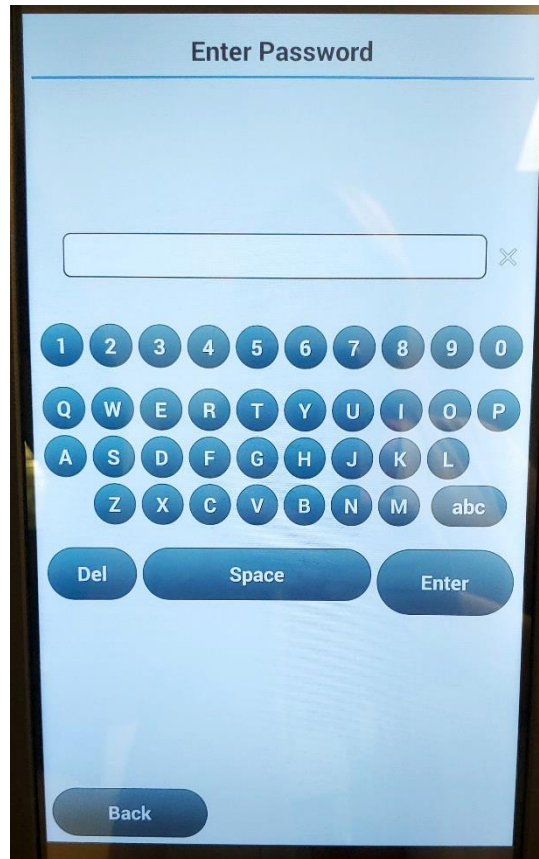
- Check that exterior seals of both machines are intact.
- Compare SERIAL and SEAL numbers of the scanner (FVS) and ADA Tablet (FVT) to numbers recorded on back of Envelope 7.
- Cut seal at handle of each machine, unlock lid with key, and open. Put used seals in Envelope 7.
- Check that interior seal of each machine is intact and compare interior seal numbers to numbers recorded on back of Envelope 7.

To initiate a ballot on the FVT (ADA Tablet)

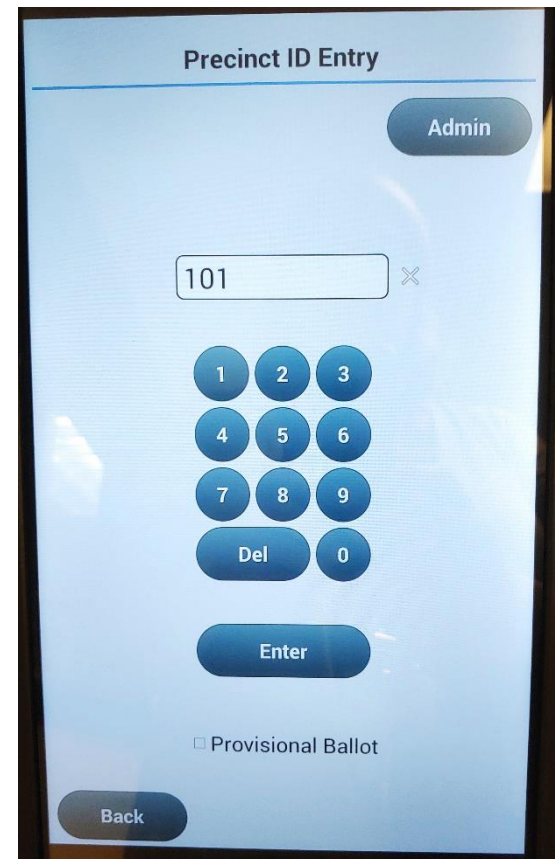
Press “Manual Entry”



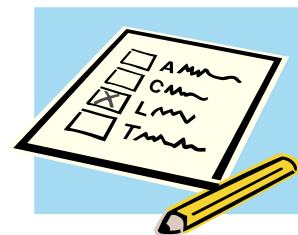
Enter Election Day password from Chief’s key ring.



Enter ballot code from Chief’s key ring.



Reasons to Cast a Provisional Ballot



- Voter is **not** registered (or “not on pollbook”) and will use **Same Day Registration** process.
- Voter wants to update existing registration to your precinct and vote using **Same Day Registration** process.
- Voting hours are extended by **court order**.
- Voter is marked as **Absentee** but does not have their mailed ballot to surrender to the Chief.
- Voter is marked as having **already voted**.
- Voter has **no acceptable ID** and declines to sign ID Confirmation Statement.

See “*What Ifs*” for detailed guidance.

Processing a Provisional Ballot

**Do NOT check in ANY
Provisional Voters
on the pollbook!**

Same Day Voter Registration (SDR)

- Voters may register or update their registration on Election Day.
 - All ballots cast as part of SDR are PROVISIONAL BALLOTS
 - The SDR process **MUST** be carried out in the precinct of the current address.
 - If you have questions about a particular voter's situation, call the office (540-382-5741).

ELECT has an online training presentation about SDR.
<https://www.elections.virginia.gov/formswarehouse/training/>
Look for “Same Day Registration.”

Same Day Voter Registration (SDR)

- Follow *What Ifs* FIRST (Problems 4 – 8)
 - When possible, send voter to precinct where they are currently registered (even if in another locality). Voter may choose instead to cast SDR Provisional Ballot, but there is **no guarantee** the Provisional Ballot will be counted.
 - If voter is unsure where they are registered or even IF they are registered, use ELECT's Citizen Portal site to confirm.
 - If voter is not registered in Virginia or is ineligible according to the *What Ifs* ("Mover's Rules"), then Same Day Registration is the appropriate option.

Same Day Voter Registration (SDR)

For the Provisional Ballot to be counted:

- The voter must carry out the SDR process in the **correct precinct** (based on their current residence address).
 - To determine the correct precinct, the Chief may:
 - Use ELECT's **Polling Place Lookup Tool**. It requires only the voter's current address.
 - Consult the precinct map
 - If on campus, refer to list of dorms and corresponding precincts
 - Call the Registrar's office if you have questions about a particular voter.
- The Voter's Registration Application must be filled out completely, properly, and signed.

Polling Place Lookup Tool

The Polling Place Lookup Tool does NOT provide all of the necessary information for Officers to determine the correct precinct for an SDR voter [on the VT campus](#).

- All three campus precincts, A-3, E-3, and F-3, have the same facility name and street address.
- To determine the correct campus precinct for an SDR voter on campus:
 - [Consult the list of dormitories assigned to each precinct.](#)
 - Call the Registrar's office if necessary.

Provisional Ballot Envelope

- Front side for Same Day Registration (or “not on pollbook”)
- Back side for ALL OTHER reasons

SDR side

- Registration Form (to be completed and **signed** by the voter) is ON the Provisional Envelope.
- At the bottom, the Chief (or designated Officer) will:
 - Check box for SDR
 - Indicate whether ID was provided
 - **Sign the envelope.**

Virginia Provisional Vote and Same Day Registration Application Precinct # _____
Only for voters not registered in this precinct. Use blue or black ink.

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

1 * I am a citizen of the United States of America ☐ YES ☐ NO
* Full Social Security Number _____ ☐ No SSN was ever 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 * Have you ever been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES ☐ NO
If YES, has your right to vote been restored? ☐ YES ☐ NO

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.
is/has:
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia 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.
My mailing address (Complete only if you have checked a box in this section) _____

5 ☐ I am currently registered to vote in another state: _____ (Indicate state of previous registration)

6 ☐ I am interested in being an Officer of Election (poll worker) on Election Day. Please 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 back for Privacy Act Notice and Warning.)
* Signature _____ Today's date: ____/____/____

☐ 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
YOU MUST SELECT THIS REASON CODE.
☐ #1: Same Day Registration (or not on pollbook)
Did voter show ID or complete ID Confirmation Statement?
☐ YES ☐ NO
Comments: _____
Election Officer: **X**
Sign Here _____

OFFICE/ELECTORAL BOARD USE ONLY
Voter ID # _____
Judication: ☐ COUNT ☐ DO NOT COUNT
Voter Identification
1. If the voter returns with the proper identification, check this box and sign ☒ X
2. Attach a copy of the identification document.
ELECT-653 - 7/2023

Provisional Ballot Envelope

Back of envelope is for all
other reasons:

- Voter completes **and signs** top of form.
- Chief (or designated Officer) checks box to indicate reason and then **signs**.
 - Reason 3: Voting after hours
 - Reason 4: Marked AB without ballot to surrender
 - Reason 5: Shown as having already voted
 - Reason 6: Other
 - Reason 7: No ID and declined to complete ID Confirmation Statement

The image shows the back of a Virginia Provisional Ballot Envelope form. A red circle highlights the top section, which includes the title "Virginia Provisional Vote (Non-Same Day Registration)", a "Precinct #" field, and instructions to use blue or black ink. Below this are fields for "Starred (*) Items are required", including Last Name, First Name, Middle Name, Date of Birth, Social Security Number (last 4 digits required), Residence Address, City/Town, Zip Code, Phone, and Email. A red arrow points to the "Seal the flap!" instruction. Another red circle highlights the "ELECTION OFFICER" section, which includes a "You Must Select a Reason Code" list (Reasons 3-7) and a "Comments" field. A red arrow points to the "Reason 7" option. The "OFFICE/ELECTORAL BOARD USE ONLY" section includes a "Voter ID #" field, a "Adjudication" section with "COUNT" and "DO NOT COUNT" options, and a "Voter Identification" section with two numbered steps. The form is dated "ELECT-653 - 7/2023".

Virginia Provisional Vote (Non-Same Day Registration) Precinct # _____
If Same Day Registration, complete only the other side. Use blue or black ink.

Starred (*) Items are required. If you do not complete all of the items that are marked with *, your vote may not count.

1 *Last Name _____ Jr. Sr. II III IV (Circle one) Other (write-in): _____
*First Name _____ *Middle Name _____ ☐ None

2 *Date of Birth ____ / ____ / ____

3 *Social Security Number _____
Last 4 digits REQUIRED
Providing your full Social Security number, though not required, may prove helpful in determination of your eligibility to vote.

4 *Residence Address (May not be a P.O. Box) _____
*City/Town _____ *Zip Code _____
If address is different than voter registration record, provide the date you moved: ____ / ____ / ____
Your address information will be used to update your voter registration record.

5 Phone _____ Email _____

6 **Statement of Voter**
To the best of my knowledge, I am a registered voter of this locality and I am eligible to vote in this election. I hereby affirm that I have read the Privacy Act Notice and Warning.
Voter: _____ Today's Date: ____ / ____ / ____
☒ Sign Here

Privacy Act Notice: This form requires personal information, including information related to your Social Security number, for identification purposes and to prevent fraud. Federal law (the Privacy Act and Help America Vote Act) and state law (the Virginia Constitution, Article II, § 2; Title 24.2 of the Code of Virginia; and the Virginia Government Data Collection and Dissemination Practices Act) authorize collecting this information and restrict its use to official purposes only. Failure to provide the requested information may result in denial of your eligibility to vote and your provisional ballot not being counted.
Warning: Intentionally making a materially false statement on this form constitutes the crime of election fraud, punishable as a felony in Virginia. Violators may be sentenced up to 10 years in prison, or up to 12 months in jail and/or fined up to \$2,500.

ELECTION OFFICER
You Must Select a Reason Code.
☐ #3: Voting after hours due to court order
☐ #4: Vote by mail – no ballot to surrender
☐ #5: Shown on pollbook as already voted
☐ #6: Other: _____
☐ #7: Voter does not have required ID and declined to complete ID Confirmation Statement
Comments: _____
Election Officer: _____
☒ Sign Here

OFFICE/ELECTORAL BOARD USE ONLY
Voter ID # _____
Adjudication: ☐ COUNT ☐ DO NOT COUNT
Voter Identification
1. If the voter returns with the proper identification, check this box and sign ☒ X
2. Attach a copy of the identification document.

ELECT-653 - 7/2023

Approved Identification

- If SDR voter does not have an approved ID with them, they may complete the ID Confirmation Statement.
- If SDR voter refuses to sign the ID Confirmation Statement, Officer will check the “NO” box at the bottom left of the application near where the Officer signs the application.
- SDR Voter will have until noon on the third business day after the election ([Friday, March 8th for this election](#)) to provide approved ID or a signed ID Confirmation Statement to the Registrar’s Office.

Commonwealth of Virginia

Place in Envelope #8

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

A Officer of Election:

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

B Affirmation of Voter:

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

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

Signature of voter: _____ Date: _____

Printed name of voter: _____

Birth Year (optional) ____/____/____ Last 4 digits of Social Security # (optional) ____/____/____

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

ELECT-643ID 8/2020

☐ By checking this box, I affirm both that I am an individual with physical disability and that I am an individual with physical disability.

Article II, § 2 of the Constitution of Virginia, individuals with physical disability

ELECTION OFFICER

YOU MUST SELECT THIS REASON CODE.

☐ #1: Same Day Registration (or not on pollbook)

Did voter show ID or complete ID Confirmation Statement?

☐ YES ☒ NO

Comments: _____

Election Officer: **X**

Sign Here: _____

Processing a Provisional Ballot



- All provisional voter supplies (except ballots) are delivered in the red, 1A/1B zipper-pouches.
- For the Dual Primary, there are two red Provisional Pouches – one for the Democratic Primary and one for the Republican Primary.
 - Instructions
 - Provisional Ballot Envelopes
 - Provisional Voter Notices

Processing a Provisional Ballot



- Make sure all required information (marked with *) is **completed** on the Provisional Ballot Envelope.
 - SDR (front of envelope) requires full Social Security # be entered.
 - Many addresses have apartment or room numbers. Ask to confirm if you don't see one.
 - A room number is required for on-campus addresses.
 - Chief and/or designee completes Election Officer area on bottom left of the Provisional Ballot Application/Envelope and signs their name.
 - Seal each envelope with the flap!
 - Chief and/or designee completes the Provisional Ballot LOG.

Processing a Provisional Ballot



- Keep Provisional Voters in view.
- Set aside space at or close to the Chief's table for a Provisional Voter to mark their ballot.
- Don't forget to give the voter their *Provisional Voter Notice* with the date and location of the Electoral Board's Provisional Ballot meeting.
- During the day, collect Provisional Ballot Envelopes in the **large, red 1A/1B zipper-pouches** to protect voters' personal info.

Processing a Provisional Ballot

- Copy information from each Provisional Envelope to the Provisional Ballot Log. This task may be delegated to another Officer.
- After the polls are closed, count Provisional Ballots and enter totals by Reason Code on the Log's cover page.

Provisional Ballot Log			Place in Envelope 8
GR/Satellite Office:			
Election Date:		Log Date(s):	
Election Type:			
Locality:			
What to do at the end of the day			
Enter the total number of Provisional Vote envelopes for each reason code.			
			Totals
Voter's name IS NOT on pollbook. Voter:	1	Same Day Registration (or not on pollbook)	
Voter's name IS on the pollbook, and voter:	3	is voting after normal poll closing time due to court order	
	4	applied for an absentee ballot, but does not have the ballot	
	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes)	
	7	Voter did not show required ID and declined to complete ID confirmation statement	
What to do during the day			
Copy information from the Provisional Vote envelopes below			

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

Page _____ of _____

Poll Closing Task



- After Provisional Ballot Logs, Ballot Record Report, and Chief's Results Reporting Sheet are completed, transfer Provisional Ballot envelopes from **red 1A/1B zipper-pouches** to green 1A Envelopes.
- Complete Certifications with signature of two Officers.
- Apply color-coded seal to green Envelope 1As.
- Place Envelope 1As back into **red 1A/1B zipper-pouches** for return to the Registrar's office.
- Place Provisional Ballot Logs in Envelope 8.

Poll Closing Task



- DO NOT forget to complete Certification on back on Envelope 1A.
 - Enter total number of Provisional Ballots enclosed. Enter “None” if no Provisional Ballots were cast.
 - Two Officers sign Certification.

AFTER THE POLLS CLOSE AND BEFORE SEALING THIS ENVELOPE . . .

TWO OFFICERS OF ELECTION [REPRESENTING DIFFERENT PARTIES]

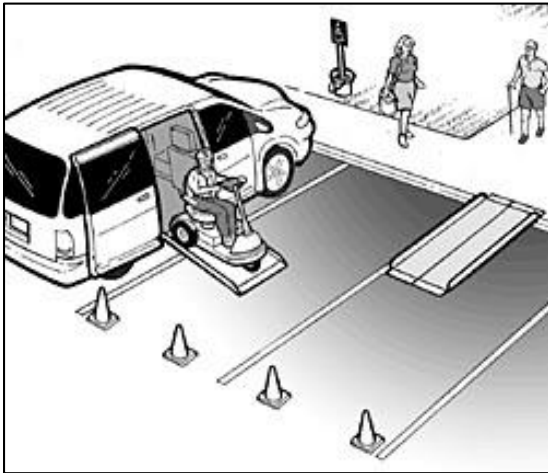
- COUNT THE NUMBER OF SEALED PROVISIONAL VOTES (GREEN ENVELOPES) CAST DURING NORMAL VOTING HOURS THAT WERE REMOVED FROM THE EMERGENCY BALLOT BOX
- ENCLOSE INSIDE THIS ENVELOPE, THE SEALED GREEN PROVISIONAL VOTE ENVELOPES CAST DURING NORMAL VOTING HOURS;
- ENTER ON **LINE 1** THE NUMBER OF SUCH GREEN ENVELOPES ENCLOSED, OR WRITE “NONE” IF APPLICABLE
- SIGN THE **CERTIFICATION** [TWO OFFICERS]
- SEAL THIS ENVELOPE WITH LABEL; SIGN AND DATE THE LABEL [TWO OFFICERS]

CERTIFICATION OF OFFICERS	
1. GREEN ENVELOPES CONTAINING <i>PROVISIONAL</i> BALLOTS [CAST DURING NORMAL VOTING HOURS]	NUMBER ENCLOSED:
SIGNATURE OF OFFICER OF ELECTION _____	
SIGNATURE OF OFFICER OF ELECTION _____	

ADA signage, parking additions



At some polling places:



- County Buildings and Grounds personnel will place signs and cones to designate van-accessible parking places (ADA requirement).
- Buildings and Grounds may place a sign to designate a Curbside Voting spot or area.
- Some polling places may receive additional instruction for propping door, etc. to meet accessibility requirements.



Curbside Voting

See “What If Guide” for more information

- The Department of Elections says checking periodically for a curbside voter is a best practice.
- The primary method for learning of a curbside voter is from the driver or a campaign worker. Talk with campaigners early in the day and ask for their help in notifying an Officer of a curbside voter.
- The Registrar’s phone number has been added to curbside voting signs. **PLEASE make sure your phone is on and that you can hear/feel a call from the office.**
- If Officers are busy with their other duties, the Chief Officer or Assistant Chief Officer **may go alone** to help a curbside voter.



Poll Closing Tasks



Absentee Ballot Drop Bag Chain of Custody Form

Ballot Collection From Drop-Off Locations	
Drop-box unique identifier (if applicable)	_____
Drop-off location	Location Name _____
	Address _____
	City _____ State _____ Zip _____
Date and time of ballot collection	Date ____/____/____ Time ____:____ am/pm
Names of officers of election or employees who collected ballots (minimum two)	Collector 1 _____
	Collector 2 _____
	Any additional collectors (if applicable) _____
Number of ballots collected	_____
Collector affirmation	I attest that I performed my duty to safely and securely collect all ballots from this drop-off location at the time and date stated. I then immediately delivered all collected ballots to either the general registrar's office or central absentee precinct.
Collector 1 signature	Signature _____ Date ____/____/____
Collector 2 signature	Signature _____ Date ____/____/____
Any additional collectors signature (if applicable)	Signature _____ Date ____/____/____
Number of ballots received in GR Office	_____
Received by	Name _____
	Signature _____

ELCCT-C1209(B6) 9/15/2020

After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Bag.
- Record the day and time the ballots are counted on the *Ballot Collection From Drop-Off Locations* form.
- Enter their names, then sign and date.
- Place *Ballot Collection* form inside the bag and apply new seal to clasp. Record seal number on Envelope 7.
- Officer transporting Ballot Bag to the Registrar's office must also sign.

Complete the form and deliver re-sealed Ballot Bag
EVEN IF NO ballots have been dropped off.

BALLOT RECORD REPORT

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 – PRESIDENTIAL PRIMARY
PRECINCT:

Envelope 2B

1. Start here at the beginning of the day

Assume each pack of ballots has **50 ballots**. How many unopened ballot **packs** are inside Envelope/Box #6 (including the Folded Provisional ballots)

Envelope/Box #6 ➡ 20 x 50 = 1000 Total Ballots

If this number equals the **Receipt for Ballots** form from Envelope/Box 6, sign the form and give it to the Chief.

If this amount doesn't match the **Receipt for Ballots** call the office. (540) 382-5741

- ☐ With two officers, **open** and **count** the first ballot pack. (If Duel Primary open 1 pack from each party)
- ☐ **Record** that number & style (D) or (R) in the column to the right starting with number 1.
- ☐ With 2 officers, continue to **open**, **count** and **record** new ballot packs **as needed**.

3. What to do with spoiled, voided and provisional ballots

Spoiled ballots *This is a ballot spoiled by the voter.*

- a
- ☐ Retrieve the Spoiled ballot from the voter and mark Spoiled across the ballot.
 - ☐ Hand the voter a new ballot.
 - ☐ Cross off or circle the next number below.
 - ☐ Place the spoiled ballot in **Envelope #4**.
- | | | | | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |

Voided ballots *This is a ballot found abandoned. This is rare.*

- b
- ☐ Mark Voided across the ballot.
 - ☐ Cross off or circle the next number below.
 - ☐ Place the voided ballot in **Envelope #4**.
- | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|

Provisional ballots *This is a ballot for a provisional voter.*

- c
- This total must match the Provisional Ballot Log and the Back of **Envelope 1A****
- ☐ After the Polls close!
 - ☐ Enter the number of Provisional Ballots ➡ = 3 Total Provisional Ballots

Absentee ballots *Returned unused or spoiled. (It doesn't figure in any count)*

- d
- This is an absentee ballot that the voter returns.*
- ☐ Cross off or circle the next number below.
 - ☐ Place the returned ballot in **Envelope #4**.
- | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|

2. Open Packs Write D or R Beside Pack

Ballot pack # & Style	# of ballots in pack
1 <u>R</u>	<u>50</u>
2 <u>D</u>	<u>49</u>
3 <u>R</u>	<u>50</u>
4 <u>D</u>	<u>50</u>
5 <u>D</u>	<u>51</u>
6 <u>R</u>	<u>50</u>
7 <u>R</u>	<u>50</u>
8 <u>D</u>	<u>50</u>
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
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21	
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28	
29	
30	
31	
32	
33	
34	
35	
36	

Ballot Officer Ballot Record Report

- Count number of ballots sent in Box/Envelope 6.
- Count ballots in each pack after opening and enter number on form.
- Record disposition of Spoiled and Voided Ballots.
- Entry for Provisional Ballots in Section 3c will come from the Provisional Ballot Log after close of polls.
- Record number of surrendered Absentee Ballots.

4. What to do at the end of the day			
Total ballots NOT used			
a	Count the number of loose ballots! Not Used Be sure to include any ballots the Chief has Not Used (Provisional)	+ 53	
	Count the total number of unopened ballot packs <u>12</u> x 50 Include all ballots still in Envelope/Box #6	+ 600	
	How many total ballots were not used? Add the two rows above		= 653
Total ballots used			
b	Record the number of ballots scanned from the FVS voting machine #5076 election summary tape.	+ 340	
	Record number of spoiled ballots from 3a above	+ 4	
	Record number of voided ballots from 3b above	+ 0	
	Record number of provisional ballots from 3c above	+ 3	
	How many total ballots were used? Add the four rows above		= 347
Final review			
Add the total number of ballots from section 4a and 4b			=
Subtract the number of ballots created on the FVT (ADA) machine #7113 election summary tape.			- 0
c	Does this number equal the number of ballots you began with this morning?	<input checked="" type="radio"/> YES <input type="radio"/> NO	= 1000
	If you circled no to the question above, check the reason(s) why. <input type="checkbox"/> There were more or less than 50 ballots in one or more of the packs. <input type="checkbox"/> Other: Please explain below.		
Other: Please explain below			
<div> <div>Sophia Garcia March 5, 2024</div> <div>James Kim 3/5/24</div> </div> <div> <div>Signature Date</div> <div>Signature Date</div> </div> <div> <div>Frank Jones 3/5/2024</div> <div>Roberta Miller March 5, 2024</div> </div> <div> <div>Signature Date</div> <div>Signature Date</div> </div> <div>Updated: 2.5.2024 tjs</div>			

37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
Total	400

Ballot Officer

Ballot Record Report

After Close of Polls

Section 4a: Count loose ballots and still packaged packs of unused ballots.

Section 4b: Enter number of ballots used by category (Voted, Spoiled, Voided, and Provisional) and add together. Do not include surrendered Absentee Ballots.

Section 4c: Add used and unused ballots. Subtract number of ballots printed by the FVT from the total.

Match total used and unused against ballots delivered to the precinct.

Explain the discrepancy if you have one.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Two Officers, working separately, will complete two identical copies of the Statement of Results. *Complete initially in pencil. After confirming copies match, copy over pencil in black ink. Make sure all Officers sign both copies.*
- Attach a complete set of opening and closing tapes to each SOR:

FVS Scanner	Zero Tape
	Election Summary Tape (results tape)
	Write-in Report
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Closing Summary Report



Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

STATEMENT OF RESULTS MONTGOMERY COUNTY, VIRGINIA MARCH 5, 2024 – PRESIDENTIAL PRIMARY PCT: 0504 Margaret Beeks Elementary	
Republican Party Primary	
Part 1a. Turnout. Obtain these numbers from the Electronic Pollbook .	
Total Number of Voters Checked In (Republican Party Primary ONLY)	200
Curbside Voters Log (Republican Party Primary ONLY)	0
Part 2a. Votes Cast. FVS# 71202 Obtain this information from the FVS Machine Tape(s) .	
Number of Votes Cast on Machine(s) (Republican Party Primary ONLY)	200
Democratic Party Primary	
Part 1a. Turnout. Obtain these numbers from the Electronic Poll Pad .	
Total Number of Voters Checked In (Democratic Party Primary ONLY)	200
Curbside Voters Log (Democratic Party Primary ONLY)	2
Part 2a. Votes Cast. FVS# 71202 Obtain this information from the FVS Machine Tape(s) .	
Number of Votes Cast on Machine(s) (Democratic Party Primary ONLY)	200
Part 3. Discrepancies. Does the Total Number of Voters Checked In = the Number of Votes Cast on Machine(s) ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “No,” please provide an explanation on the next page. If Yes, continue to Part 4. Certification on the next page.	

ENVELOPE 2B
↑
Staple
FVS ZERO TAPE
and
FVS SUMMARY TAPE
and
FVS WRITE-IN TAPE
(if a November Election)
and
FVT (ADA) OPEN & CLOSING TAPES

(Page 1)

NEW FORMAT

For each Primary, enter:

- Number of voters checked in from the Pollbook Summary FORM completed after close of polls.
- Number of curbside voters from Curbside Voter Log.
- Number of “Votes Cast” from the Scanner Results Tape.



Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

STATEMENT OF RESULTS (continued from front)
MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 – PRESIDENTIAL PRIMARY
PCT:

Part 3. Discrepancies (continued).
Please note any additional discrepancies here. If additional space is needed, please attach an additional sheet of paper.

Part 4. Certification.
We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered herein is true and correct.

Signature of Election Official

1	(Chief) <i>Mary Smith</i>	_____
2	(Assistant Chief) <i>Frank Jones</i>	_____
3	(Officer) <i>Sophia Garcia</i>	_____
4	(Officer) <i>James Kim</i>	_____
5	(Officer) <i>Roberto Miller</i>	_____
6	(Officer)	_____
7	(Officer)	_____
8	(Officer)	_____
9	(Officer)	_____
10	(Officer)	_____

(Page 2) Rev. 1/16/2024 tcf

- If there is a discrepancy between number of ballots cast and number of voters checked in, explain reason for discrepancy in Part 3.
- All Officers sign BOTH copies of the SOR.



Poll Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Complete the Printed Return Sheet (yellow paper)
- Attach a complete set of voting machine tapes:
 - FVS Scanner Zero Tape
 - Election Summary Tape (Results)
 - ~~Write-in Report~~
 - FVT Tablet Open Report
 - Close Report
 - Poll Pad Opening Summary Report
 - Closing Summary Report
- Make sure that all Officers sign this form. Place in Envelope 2A.
- After completing the SORs and the Printed Return Sheet, place any additional voting machine tapes in Envelope 2B.

Envelope/Box 3A

Voted Ballots



- Please enter the date and total number of voted ballots enclosed on the sticker.

3A

COUNTED BALLOTS

For use in accordance with 1 VAC 20-60-50.

TYPE OF VOTING SYSTEM: ■ OPTICAL SCAN

ENCLOSE . . .

☐ COUNTED PAPER BALLOTS

☐ COUNTED ABSENTEE BALLOTS

INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION:

■ SEAL THIS ENVELOPE WITH LABEL

■ ALL OFFICERS **MUST** SIGN AND DATE LABEL

TO: CLERK OF THE CIRCUIT COURT

OPEN THIS ENVELOPE ONLY . . .

■ ON ORDER OF A COURT

■ WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA

RETENTION . . .

■ FEDERAL ELECTIONS = TWO (2) YEARS

■ ALL OTHER ELECTIONS = ONE (1) YEAR

DISPOSITION . . .

DESTROY

Election Date: June 20, 2023

City OR
County OR

Precinct: DEMOCRATIC PRIMARY ELECTION
MONTGOMERY COUNTY, VIRGINIA
PRECINCT D-4
Abundant Life Fellowship

District: **ENVELOPE BOX 3A**

Date: _____

Ballot Count: _____




Polls Closing Tasks

Complete the Results Reporting Sheet



- At top, enter:
 - Time you are calling the office, your name and the name of person at the office taking your call.
- From FVS scanner “Election Summary” tape, enter information separately for each primary:
 - Pages Cast
 - Votes for each candidate
- From Curbside Voter Log, enter separately for each primary:
 - Number of Curbside Voters

RESULTS REPORT SHEET		ENVELOPE 2B
MONTGOMERY COUNTY, VIRGINIA MARCH 5, 2024 - PRESIDENTIAL PRIMARY PRECINCT: _____		
TIME: _____		
Called In By: _____ Taken By: _____		
REPUBLICAN PRIMARY		PAGES CAST: _____
PRESIDENT		Curbside Voters
Chris Christie		Voted Outside the Polls
Ryan L. Binkley		
Vivek Ramaswamy		
Donald J. Trump		
Ron D. DeSantis		
Nikki R. Haley		
Undervotes		
Overvotes		
		Provisionals
		1. SAME DAY REGISTRATION
		3. AFTER HOURS-COURT ORDER
		4. NO BALLOT SURRENDERED
		5. POLLBOOK SHOWS VOTED
		6. OTHER
		7. NO-ID DECLINED ID STATEMENT
		Total must match the totals on the back of Envelope 1A/1B
DEMOCRATIC PRIMARY		PAGES CAST: _____
PRESIDENT		Curbside Voters
Marianne Williamson		Voted Outside the Polls
Joseph R. Biden, Jr.		
Dean Benson Phillips		
Undervotes		
Overvotes		
		Provisionals
		1. SAME DAY REGISTRATION
		3. AFTER HOURS-COURT ORDER
		4. NO BALLOT SURRENDERED
		5. POLLBOOK SHOWS VOTED
		6. OTHER
		7. NO-ID DECLINED ID STATEMENT
		Total must match the totals on the back of Envelope 1A/1B

All Precincts Page 1 of 1



Polls Closing Tasks

Complete the Results Reporting Sheet



- From the cover page of each primary's separate Provisional Ballot Log, enter number of provisional ballots by type:
 - Each Reason for casting has its own entry
 - Total on the Reporting Sheet must match the total specified on back of each primary's 1A Envelope

RESULTS REPORT SHEET ENVELOPE 2B

MONTGOMERY COUNTY, VIRGINIA
MARCH 5, 2024 - PRESIDENTIAL PRIMARY
PRECINCT: _____

TIME: _____
Called In By: _____ Taken By: _____

REPUBLICAN PRIMARY PAGES CAST: _____

PRESIDENT	
Chris Christie	
Ryan L. Binkley	
Vivek Ramaswamy	
Donald J. Trump	
Ron D. DeSantis	
Nikki R. Haley	
Undervotes	
Overvotes	

Curbside Voters	
Voted Outside the Polls	

Provisionals	
1. SAME DAY REGISTRATION	
3. AFTER HOURS-COURT ORDER	
4. NO BALLOT SURRENDERED	
5. POLLBOOK SHOWS VOTED	
6. OTHER	
7. NO-ID DECLINED ID STATEMENT	
Total must match the totals on the back of Envelope 1A/1B	

DEMOCRATIC PRIMARY PAGES CAST: _____

PRESIDENT	
Marianne Williamson	
Joseph R. Biden, Jr.	
Dean Benson Phillips	
Undervotes	
Overvotes	

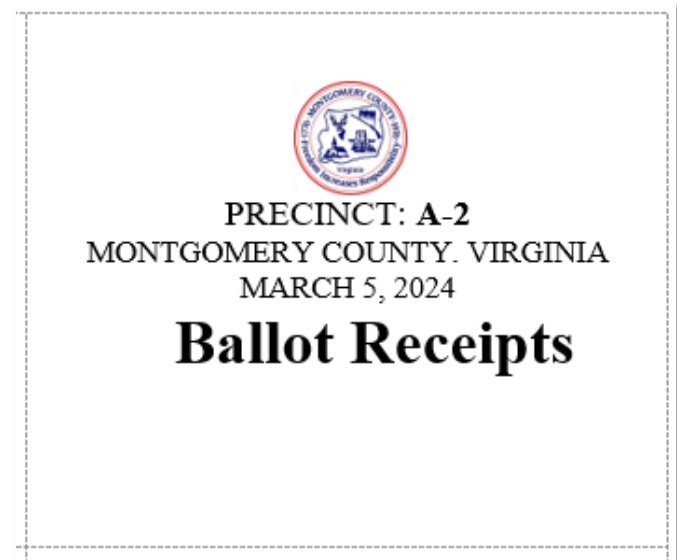
Curbside Voters	
Voted Outside the Polls	

Provisionals	
1. SAME DAY REGISTRATION	
3. AFTER HOURS-COURT ORDER	
4. NO BALLOT SURRENDERED	
5. POLLBOOK SHOWS VOTED	
6. OTHER	
7. NO-ID DECLINED ID STATEMENT	
Total must match the totals on the back of Envelope 1A/1B	

At Polling Place Page 1 of 1

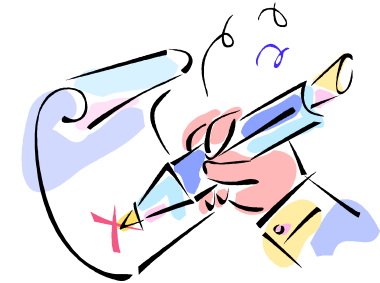
Ballot Receipt Envelope

- The Ballot Receipts printed by the Poll Pads are a vital record of the election.
- Use rubber bands to keep the Democratic Ballot Receipts separate from the Republican Ballot Receipts.
- After the polls close, place both types of Ballot Receipts collected in the one Ballot Receipts Envelope.
- Place this envelope with the other Envelopes (2B, 4, 7, etc.) in the Chief's case for return to the office on Election Night.



Signature Requirements

- Election Day Oath – **all Officers**
- Pay record – **all Officers**
- **SOR (both copies) – all Officers**
- Yellow Printed Sheet – **all Officers**
- Envelope/Box #3A (Voted Ballots) must be closed with tape and sealed with signatures of **ALL OFFICERS!**
- FVS thumb drive padded Envelope – two Officers
- EPB thumb drive padded Envelopes (2) – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers



Best practice: Everybody sign everything!

When only two Officers are required to sign, the two Officers should be of different parties.



Polls Closing Tasks



See “Election Day Guide for Officers of Election” for detailed instructions

- Remove all polling place signs and adhesive tape. Place signs in the cage. Leave polling place and inside of 40’ prohibited area clean and organized.
- Lock room and/or building.
- Return to the Registrar’s Office on ELECTION NIGHT:
 - Chief’s case
 - Envelope/Box #3 (Voted Ballots)
 - Blue Absentee Ballot Drop Box

A member of the Registrar’s staff will open the drop bag and count the dropped absentee ballots - or confirm there are no ballots - and then complete the final portion of the chain of custody form.

- Report Election Day events to the Electoral Board.

Closing Reminders



Review training documents before Election Day:

- *Election Day Guide* (2024)
- *Basic Training presentation* (Sept 2023)
- *SOR Example* (March 2024)
- *Dos and Don'ts (for Campaigners and Authorized Representatives)* (Sept 2022) and *What Ifs* (Dec 2023)

Documents are available at the Montgomery County Registrar's website:

<https://www.montgomerycountywa.gov/departments/voter-registration/officer-of-election>

And lastly...

In order to comply with county Human Resources policy, Officers of Election will be removed from our office roster AND Human Resources payroll record in December if they do not serve during the calendar year.

To serve after a break, Officers will need to complete new Oath and Response to Appointment forms AND paperwork (including a background check) for the county.

The background of the slide is a close-up, slightly angled view of the American flag. The blue field with white stars is in the upper left, and the red and white stripes are in the lower right. The flag appears to be waving in the wind.

Thank you!