

# GLOSSARY

**Absentee Ballot (AB)** - A ballot requested by a voter who chooses to vote early or who will be unable to go to the polling place on Election Day. Absentee voters cast their vote in person or by mail. Mailed ballot must be postmarked on or before Election Day and received by noon of the third day after the election in order to be counted.

**Absentee Voter** – A voter who has requested or cast an Absentee Ballot.

**Affirmation of Eligibility** - A form used by voters and Officers of Election to document and qualify voters at the polls.

**Americans with Disabilities Act of 1996 (ADA)** - The ADA set standards for ensuring that Americans with disabilities have equal access to public services and facilities. A provision of the ADA requires that persons with disabilities have equal access to the polling place.

**Assistance (Voter)** – Aid provided to a voter. May be guidance in how to carry out the voting process or may be physical assistance in marking a ballot. Special procedures may be required depending on type of assistance requested (refer to the *Election Day Guide* or *What Ifs*).

**Assistant Chief** - The Officer of Election who assists the Chief Officer with set-up and shutdown procedures, with qualifying voters, or with preparing election paperwork at the end of the day. In Montgomery County, the Assistant Chief attends the Chief Officer's training session.

**Authorization to Reproduce Ballots** - A form used by the Chief Officer documenting emergency reproduction of optical scan ballots due to a shortage of ballots on Election Day.

**Authorized Representatives** - Individuals authorized to be present in a polling place in order to represent a party or independent candidate.

**Ballot** – A device used by a voter to choose among candidates, initiatives, referenda, and other issues. Montgomery County uses a paper ballot which requires a voter to fill in a box to the left of their choice using a pen. The ballot is then fed into a Unisyn OVO optical scan voting machine which tabulates votes. An ADA compliant voting machine (Unisyn OVI) is available for voters who cannot mark a paper ballot and who wish to vote independent of assistance.

**Ballot Officer** – An Officer of Election who works at the ballot distribution table. The Officer provides a ballot and privacy folder to a voter in exchange for their Voter Pass. The Officer may also exchange a new ballot for a mismarked ballot turned in by the voter.

**Ballot Record Report** – A form used by the Ballot Distribution Officer to account for ballots issued from opened packages of ballots.

**Ballot Style** - The unique combination of offices, candidates and issues for a specific precinct (not all precincts have the same state and/or county districts).

**Blank Ballot** - A ballot on which a voter has not filled in any selection. Virginia Law does not require voting for any office or issue on a ballot, but the OVO optical scanner will reject a blank ballot. The Voting Machine Officer must override the rejection before a blank ballot is accepted by the machine.

**Booth** - See Marking Booth

**Box (or Envelope) 3** - Box or Envelope used at the end of the election for delivery of counted ballots to the Clerk of Court. Box or Envelope must be taped, sealed, and signed by ALL Officers of Election.

**Box (or Envelope) 6** – The Box or Envelope used to deliver ballots to the precinct before the election. Used after the election to contain unused (unmarked) ballots for delivery to the Clerk of Court. Box must be taped, sealed, and signed by two Officers of Election.

**Canvass** - The process by which the Electoral Board confirms the results for each precinct based on the paperwork completed by the Chief and other Officers. The Canvass begins on the Wednesday after the election and includes a review of any provisional ballots cast at the polling place.

**Central Absentee Precinct (CAP)** - Often referred to as the CAP. Located at the Voter Registrar's office and staffed by a Officers who process mailed absentee ballots.

**Chief Officer** - The Officer in charge of the polling place on Election Day. The Chief is assigned by the Electoral Board and is responsible for running an efficient and honest election, supervising Officers to ensure all procedures are followed correctly, assisting voters with registration issues, and completing paperwork at the end of the day.

**Close Card** – This ballot-like card instructs the OVO Optical Scanner to close the election, tabulate the results, and print Closing Tapes. No ballots may be scanned after the Close Card has been inserted in the scanner.

**Curbside Voter** - See Outside Polls Voter (OP Voter)

**Demonstration Officer** - The Officer of Election who provides information and a demonstration of the voting process to voters immediately upon entry into the polling place. Not used in every election.

**Documentation** - Record of actions taken by Officers of Election at the polling place on Election Day, including setting up the voting equipment, checking-in voters, assisting individual voters, issuing ballots, and determining results.

**Dual Primary Election** (See Primary Election) – Two Primary elections held on the same day to help determine the parties' candidates for a General Election. In Virginia, voters do not register by party and may choose to vote in either party's Primary, but not both.

**ELECT** – The Virginia Department of Elections

**Election Day Guide (EDG)** - The procedures and practices that govern polling place operation and administration on Election Day. The *Election Day Guide* is supplemented by ELECT's "*What Ifs*" document with specific procedures assist voters with check-in issues.

**Election Page** - A high school student who is not eligible to be an Officer of Election but who wishes to work in the polling place. A Page's activities are limited by the Code of Virginia.

**Election Results** - The tally of votes for each candidate and measure on the ballot collected at each precinct and compiled at the jurisdiction level, then the state level, to declare who will hold each contested office and which measures pass.

**Electioneering** - The act of promoting a particular candidate or issue in order to influence voters.

**Electoral Board (EB)** - This is a three-member panel whose members are appointed by the Chief Judge of the local Circuit Court to administer elections.

**Electronic Pollbook (EPB)** - A laptop computer used to check voters in on Election Day. The laptops are connected together using cables and a network hub, so that voters checked in on one computer are also checked in on the other(s).

**Emergency Ballot Box** – A compartment, box, or case used to collect voted ballots that have not yet been run through the optical scanner because of a power outage, paper jam, or other problem. The rear compartment of the OVO Optical Scanner bin and the Chief’s case can be used as an Emergency Ballot Box.

**Envelope 1A** – Holds Provisional Votes (cast during normal voting hours)

**Envelope 1B** – Holds Provisional Votes (cast after normal voting hours due to a court order extending the hours for voting)

**Envelope 2** – Holds Officer of Election Oath form, Pollbook Summary Report, EPB USB Envelope (pink), Copies 1 and 2 of the Statement of Results (with results tapes), Final AB list, completed Incident/Event Reports, and paper pollbook (if used).

**Envelope 2A** – Holds the Printed Return Sheet (Yellow) with OVO Optical Scan Results Tape(s).

**Envelope (or Box) 3** – Holds all counted ballots. The Chief Officer retains custody for delivery to the Registrar’s office. Must be taped, sealed, and signed by ALL Officers of Election.

**Envelope 4** – Holds Spoiled and Voided Ballots.

**Envelope (or Box) 6** – Holds all unused (unmarked) ballots. This Envelope (or Box) is locked in the equipment cage after the polls are closed. Must be taped, sealed, and signed by two Officers of Election.

**Envelope 7** – Holds used security seals, cage keys, OVO USB Envelope with the OVO USB enclosed, voting machine keys and passwords. Security seal numbers and protective counter numbers are recorded on the back.

**Envelope 8** – Holds completed forms: Officer of Election Evaluations, Payroll record, Voter Registration Applications, Authorized Representative letters, Voter Complaint forms, Affirmations of Eligibility, Requests for Assistance, Requests to Cancel Registration, Notifications of Death, Officer of Election Interest forms.

**Equipment Cage** – A large, locked metal cage used to deliver voting equipment and materials to the polling place.

**Federal Elections** - General or Primary Elections involving federal offices: President/Vice-President, members of the Senate, or House of Representatives. General Federal Elections occur every two years. Members of the House of Representatives must run every two years; Senators every six years; and the Presidential General and Primary Elections occur every four years. If a vacancy occurs between regularly scheduled elections, there may be a Special Election.

**Final AB List** - The list provided to the Chief that confirms the status of Absentee Voters. This printout from VERIS is used to confirm that Absentee Voters are properly accounted for in the EPBs.

**Full Ballot** - This is the entire ballot for a given election that contains all offices and issues.

**General Election** - An election, other than a primary election, that regularly recurs each year in November to elect Federal, State, or Local officials.

**General Registrar and Director of Elections (GR)** – The person appointed by the Electoral Board to oversee the registration of voters in the locality. The Registrar processes voter registration applications and updates voter rolls to maintain accuracy. The Registrar is responsible for absentee voting and assists with the administration of elections. Specific duties can vary from locality to locality.

**Greeter** - The Officer of Election that is available to assist voters entering the polling place and identifying Outside Polls Voters. Not used in every election.

**Hand Counted Ballots** - Ballots that are not accepted by the Optical Scanner for any reason must be hand counted by the Officers of Election and added to the Results Tape totals on the SOR.

**HAVA** – An acronym referring to the **Help America Vote Act of 2002**. Amongst its many provisions, it requires voters who have registered by mail to provide some form of identification when voting for the first time - to establish their identity.

**Header Card** – A ballot-like card Inserted in the OVO optical scan voting machine as part of the process to start up the machine on Election Day.

**Incident Report** - A form used by the Chief to document unusual occurrences in the polling place.

**Jammed Ballot** - Refers to a ballot that becomes stuck in the Optical Scanner. Chief Officers are trained in procedures to solve this problem.

**Local Elections** - Elections in which only local issues or offices are on the ballot including members of the Board of Supervisors and School Board, Commonwealth’s Attorney, Sheriff, Clerk of Court, Commissioner of Revenue, Treasurer, and Soil & Water.

**Locality** - The geographical unit of government that is a city or county. Montgomery County is one of 133 localities in Virginia.

**Logic and Accuracy Testing (L&A Testing)** - The testing that all vote counting equipment undergoes to ensure proper operation prior to being placed in service at the polling place. The testing is performed by trained technicians, observed by an Electoral Board member and is open to observation by political party and independent candidate representatives.

**Marking Booth Officer** – An Officer of Election who monitors the marking booth area. The Officer provides assistance to voters and is responsible for maintaining booth cleanliness.

**Marking Pen** - The pen provided for marking ballots. May be issued with the ballot or be kept in each marking booth.

**Notice to Provisional Voter (NO ID)** - A pre-printed notice given to each person who votes a provisional ballot because they lack an approved ID. It provides information on how to remedy the situation so their vote will count. It also advises the voter that they have the right to attend the Electoral Board meeting during which the eligibility of the voter’s ballot will be determined. The place and time of that meeting is included.

**Notice to Provisional Voter** - A pre-printed notice given to each person who votes a provisional ballot for all reasons other than lack of ID. It explains why the provisional ballot was necessary and advises the voter that they have the right to attend the Electoral Board meeting during which the eligibility of the voter’s ballot will be determined. The place and time of that meeting is included.

**Notification of Death of Registered Voter** – A form used by family, friends, or neighbors of deceased voters. If the notification can be independently verified by the Voter Registrar, the voter will be removed from voting rolls.

**Officer of Election** - Paid volunteers who serve their community by assisting in the operation of polling places on Election Day. Their responsibilities include setting up the polling place, checking in voters, issuing ballots, monitoring the casting of ballots, providing assistance to voters, and closing the polls. Sometimes called a “Pollworker.”

**Officer of Election Oath** - An oath administered to all Officers of Election by the Chief Officer before the start of the election. The form must be signed by all Officers.

**Optical Scan Voting Machine (Optical Scanner)** – A light-sensitive reader which captures visual information on a ballot and records the results. The scanner rests on a large bin which holds the ballots read by the scanner. Montgomery County uses voting equipment manufactured by Unisyn Voting Solutions (Unisyn).

**Outside Polls Voter (OP)** - A voter who, due to age (65 or older) or disability, votes in their car. These voters are sometimes referred to as Curbside Voters.

**Overvote** – Occurs when a voter marks more than the allowed number of candidates for an office or more responses than allowed for an issue. The Optical Scanner will initially reject this ballot as containing an error, because the race/issue cannot be counted. The voter may exchange the mismarked ballot for a new ballot, or the voter may choose to override the rejection. All other properly marked races or issues will be counted.

**OVI** – Voting machine used in Montgomery County by voters with disabilities so they may vote unassisted.

**OVO** – Optical scan voting machine used in Montgomery County. It is manufactured by Unisyn Voting Solutions.

**OVO USB Envelope** – A padded envelope which holds the OVO USB flash drive.

**Packing List** – An instruction guide for the disposition of all election forms and materials in preparation for delivery to the Registrar’s office or Clerk of Court after the polls close. Each locality may design its own Packing List based on its needs.

**ID** – A document which identifies the voter. In Virginia, a voter must present an ID from an approved list of documents.

**Pollbook Officer** - An Officer of Election who works at the check-in table. The Officer matches the information in the pollbook (EPB) to a person’s ID and statement of full name and current residence address to qualify a person to vote on Election Day.

**Pollbook Summary Report** – A form completed by the Pollbook Officer to record check-in data before the polls open and after the polls close.

**Polling Place** – The site where voting takes place; there is one in each precinct.

**Pollworker** – Usually refers to citizens campaigning for candidates beyond the 40-foot Prohibited Area. In some localities, this term is used to designate an Officer of Election.

**Precinct** - The basic unit of county elections. Each county election precinct contains a polling place. It designates the geographical division in which you live and determines where you vote and what races you vote in.

**Presidential Ballot** - A ballot in the Presidential General Election which contains only the office of President/Vice President. It is provided to certain voters who are ineligible to vote for other races.

**Primary Election** – An election held at the request of a political party to determine which candidate will represent that party in the General Election. In Virginia, these elections are open to any registered voter because voter registration is not party-based.

**Privacy Folder** – A folder used by the voter, if desired, to cover their ballot and maintain privacy while it is carried within the polling place.

**Prohibited Area** - The polling place room and the area extending 40 feet from any building entrance normally used to enter the polling space. Campaign activities are not allowed within the prohibited area.

**Provisional Ballot** - A ballot provided to a voter when their qualification to vote at that precinct is in question and cannot be immediately resolved. This ballot is sealed in a green envelope and turned over to the Electoral Board. The Board determines whether or not the ballots should be counted based on research carried out by the Registrar. There are two different types of Provisional Ballot - one for failure to produce a valid ID and one for other provisional voting reasons (refer to *What Ifs*).

**Provisional Ballot Envelope** - The green envelope in which a Provisional Ballot is sealed until after the Electoral Board decides it should be counted. There are two different types of Provisional Ballot Envelopes - one for failure to produce a valid ID and one for other provisional voting reasons (refer to *What Ifs*).

**Qualifications** – Requirements to be met before a person may vote in an election. In Virginia, a person must be a U.S. citizen, Virginia resident, 18 years of age, and registered to vote in their locality.

**Receipt for Ballots** – A form signed by the Chief Officer to acknowledge acceptance and custody of ballots for the polling place.

**Registered Voter** – A person on the locality’s list of people eligible to vote in that locality.

**Request for Assistance** - A form to be completed when a voter asks that another individual assist them in marking their ballot.

**Request to Cancel Voter Registration** - A formal document that an individual may complete and submit to cancel their Virginia voter registration and be removed from the voter rolls.

**Results** - see Election Results

**Results Tapes** - Tapes printed by the Optical Scanner after the polls are closed and all ballots are cast. One type of tape contains numerical results for each race and the total ballots cast. A second type of tape contains all entries in the “Write-In field” of each ballot if Write-In votes are allowed for that election.

**Sample Ballot** - A poster or flyer with all the offices, candidates and issues presented just as they are on the official ballot. The Sample Ballot is always on yellow paper and is displayed at the polling place and copies are available for voters.

**Satellite Voting Location** – an in-person absentee voting location separate from the Registrar’s office. Any Montgomery County voter may cast a ballot at a satellite voting location during the 45-day absentee voting period.

**Security** - In the polling place, all voting equipment, ballots, and election materials must be stored in such a way that they cannot be tampered with. All actions taken by Officers, Authorized Representatives, and voters (except the marking of the ballot) at the polling place must be in public view and must be documented.

**SOR 1** - Statement of Results copy 1

**SOR 2** - Statement of Results copy 2

**Special Elections** - Federal, state or local elections that do not fall within the regular election calendar.

**Spoiled Ballot** - When a voter makes an error while marking their ballot, they may fill in all the boxes (to protect their privacy) and request a replacement. The ballot is thus spoiled. The Ballot Officer will mark the word “Spoiled” across any ballot received in exchange for a new ballot.

**State Board of Elections (SBE)** - The three-member board appointed by the Governor that regulates and coordinates the actions of Electoral Boards and General Registrars.

**State Elections** - Contests for statewide office, e.g., Governor, Lieutenant Governor, Attorney General, Member State Senate, Member House of Delegates and statewide initiatives, referenda or state constitutional changes.

**Statement of Results (SOR)** - Referred to as the SOR. This document is completed by the Officers after the polls close. All Officers of Election sign each copy of the SOR, attesting to its accuracy. Two identical documents are required, SOR #1 and SOR #2.

**Undervote** - The result of a voter not filling in a bubble for a candidate or issue. The Optical Scanner will allow this condition because Virginia Election Law does not require a voter to vote for all offices and issues on a ballot.

**Unisyn** – Manufacturer of the OVO/OVI voting equipment used in Montgomery County.

**Unused Ballots** – Placed in Box (or Envelope) 6 after the polls close.

**USB** – a flash memory drive. Sometime called a thumb drive. Used with the electronic pollbooks to contain voter registration information and record check-in data. Also used with the OVO Optical Scanner to store results.

**VERIS** - Virginia Election and Registration Information System - The secure and centralized database of all Virginia registered voters.

**Virginia Voter Registration Application** - The form used by voters to register to vote or update their voter registration information.

**Voided Ballot** - A ballot issued to a voter who has been checked-in on the pollbook but which the voter ultimately chooses not to cast. Election results will show one more person checked in than ballots cast.

**Voter Pass** – A card issued to a voter by the Pollbook Officer after the voter is successfully check-in on the pollbook. When more than one ballot style is being used in the precinct, the Voter Pass will designate which ballot style the voter should receive based on their current registration address.

**Voter Rolls** – A list of people registered to vote

**Voter Qualifications** – See Qualifications

**Voter Registrar** – See General Registrar and Director of Elections

**Voting Machine Officer** - The Officer of Election who assists voters in sending their marked ballots through the OVO Optical Scanner.

**What Ifs** - A document published by ELECT which provides guidance for Officers of Election on qualifying voters and solving voter qualification issues.

**Write-In** – A selection made by a voter for a candidate not pre-printed on the ballot. The voter fills in the box to the left of the blank line and writes in the name of the candidate of their choice. This option is not available in Primary Elections.

**Yellow Printed Return Sheet** – An election form to which a set of Optical Scanner Results Tapes is attached. All Officers of Election must sign this document.

**Zero Tape** - A tape which is automatically printed during startup of the Optical Scanner (OVO) before the polls open. It displays votes cast for each candidate and issue; all entries should be zero. The OVI voting machine for voters with disabilities also prints a Zero Tape to show that no ballots have been created before the polls open.