



**Montgomery County  
Officer of Election Training  
Fall 2025**

# Introductions



## **Electoral Board:**

Richard D. Langford

Kenneth L. Stiles

Carroll D. Williams

## **Registrar:**

Connie Viar

## **Chief Deputy Registrar:**

Trina French

# Mission and Role of Precinct Officer

- To help every registered voter cast a ballot
- To ensure that each ballot is secure
- To provide a positive voting experience
- To ensure that the rights of everyone seeking to vote are protected
- To provide excellent customer service
- To be familiar with voter's rights
- To assist voters with disabilities

**This could not be done without you!**



# Officer Positions within the Precinct



Chief Officer  
Assistant Chief Officer  
Poll Book Officer  
Ballot Officer  
Marking Booth Officer  
Voting Machine Officer

- **All positions have detailed instructions in the Election Day Guide.**
- The Chief should rotate Officers through the different positions.
- Rotating officers is necessary for cross training

# Chief Officer Responsibilities



- Ensure a safe, efficient, and lawful election at the precinct assigned.
- Assist Voters to resolve check-in issues. Oversee Same Day Registration for voters participating in the process.
- Supervise other Officers to ensure proper procedures are being followed.
- Take action to correct problems.
- Evaluate Officers & make recommendations to help the Board improve overall performance.
- Check electronic poll book and voting machine counts hourly, and report counts to the Registrar at 8:00 AM, 10:00 AM, 2:00 PM, 4:00 PM.

# Assistant Chief Responsibilities

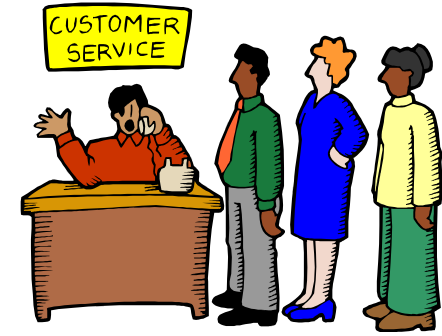


- To assist the Chief Officer to ensure a safe, efficient, and lawful election.
- Take responsibility for an area or task at the direction of the Chief Officer.
  - Pollbooks – set up and shut down
  - Voting Machines – set up and shut down
  - Ballot Table – set up and closing, including Ballot Record Report reconciliation
  - Statement of Results preparation

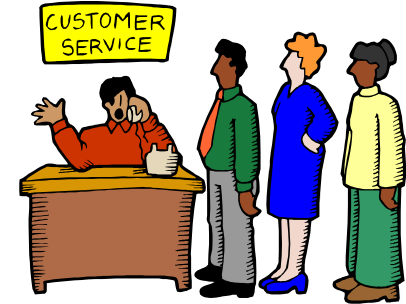
# Customer Service

Officers of Election will provide prompt, courteous service to all voters.

- Greet the voter.
- Provide full attention to the voter.
- Keep the line moving.
- No eating/drinking in sight of the voter. Chief will assign breaks.
- No cell phones or personal electronics **at work stations.**



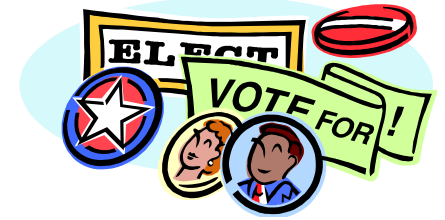
# Customer Service



- Be professional. You are representing the county and carrying out an important job.
- Your work on Election Day is non-partisan. Do not talk politics with voters or other Officers.
- Respect the voter's privacy.
- Treat fellow Officers with courtesy and respect.
- Involve the Chief/Asst. Chief early with voter concerns and issues.



# Polling Place “Etiquette”



- Political apparel – Voters may wear clothing or buttons which display the name of a candidate or party while in the polling place to vote.
- Cell phones – Voters may use their cell phones beyond the check-in table, as long as they do not disturb, hinder, or intimidate other voters.

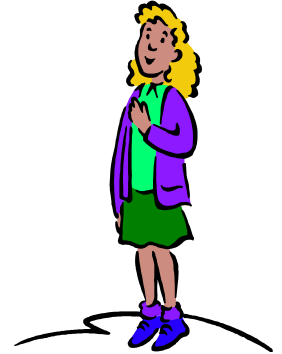
See Code of Virginia § 24.2-604, § 24.2-607.

# Polling Place “Etiquette”



- Voters may take “Ballot Selfies.”
- It will be up to the Officers of Election in each polling place to limit the use of cameras by voters if it is:
  - slowing or disrupting the voting process
  - violating the privacy of other voters.
- Taking video of the polling place interior could be seen by some voters as intimidation. Intimidation is prohibited by law.
- Members of the press should ask the Chief Officer for permission to photograph or film inside the polling place and may not photograph or film voters without their permission.

# Election Day Set Up

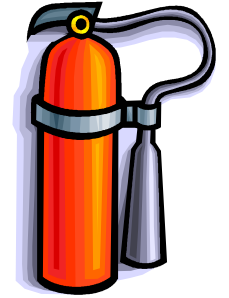


The Chief Officer will:

- Welcome Authorized Representatives.
- Administer the Oath.
- Review Emergency Safety Procedures.
- Assign Officers to arrange furniture and post signs and notices.
- Assign Officers to set up electronic poll books. Confirm serial and seal numbers (Pouch 7 Form). Print pollbook **Summary Reports** for opening.
- Assign Officers to set up voting machines. Confirm serial and seal numbers and protective and public counter numbers (Pouch 7 Form). Print/sign **zero tapes**.
- Assign Officers to count packs of ballots. Confirm that the number of paper ballots matches **Receipt for Ballots** inside Box 6.

Detailed instructions on Election Day Set-Up: Pages 3 – 6 of “Election Day Guide for Officers of Election”

# Before the Polls Open



The Chief Officer will review emergency procedures with all officers:

- Location of fire extinguishers and fire alarms.
- Location of emergency exits.
- Identify potential hazards (icy steps/sidewalks, slick/wet floors, electrical cords on floors).
- Location of emergency phone to call 911.
- Designate officer to call 911.
- Designate a safe location to meet and wait outside building.

# 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

Marking Booths (5)

## Top Shelf – Back Row

(2) Two Poll Pads

Plastic Bin needs to be placed **lengthwise** in the cage.



## Clear Plastic Supplies Box

- Machine Instructions w/Headphones
- Power Cords
- Surge Protectors
- Clipboards
- Privacy Folders
- **Ballot Receipt Box**
- **"I Voted" stickers**

**Supplies Box is heavy.** Take care when removing it from or returning it to the cage.



# Cage - Bottom Shelf Contents



**Blue Absentee Ballot Drop Box**

(delivered unassembled)

Information, Log, & Seals inside

• **Tri-Fold Poster Board**

• **Election Day Hours Sign**

• **Box 3A (Unassembled)**

**ADA Voting Machine (FVT)**

**Marking Booths (5)**

**Ballot Scanner (FVS)**

- Locked to top of Ballot Box.

**Power Cord**

- Plug already inserted in back of scanner.
- Cord is wound up and held to handle with Velcro.





# Unisyn Voting Machines

Removing the scanner (FVS) from the cage

- Unlock the wheels first!
- Easy to remove the unit without lifting!



# Unisyn Voting Machines

Loading the scanner (FVS) back in the cage

- Easy to do without lifting!
- Don't forget to LOCK THE WHEELS when you're done!



# Election Day Set Up

## Completed Absentee Ballot Drop Off Box and Sign

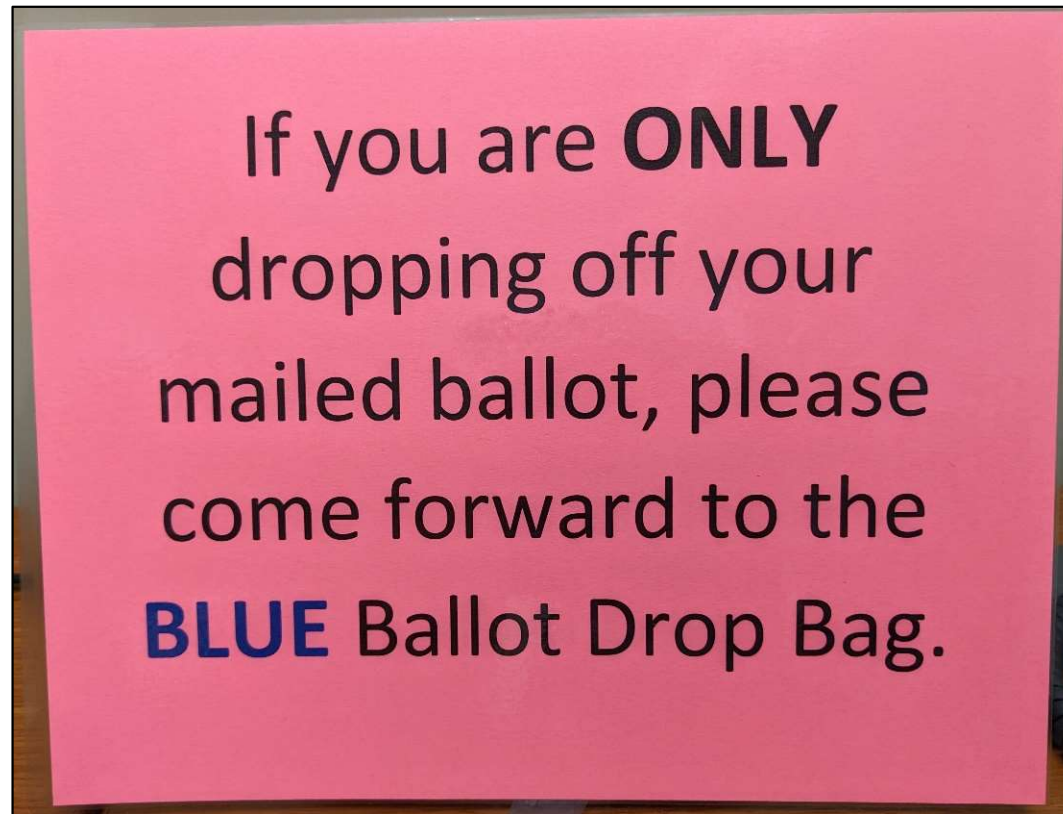
On Election Day, each polling place serves as a drop-off location for completed absentee ballots.

- An official Ballot Box is delivered in the cage.
  - Box is delivered flat and must be assembled into a box shape.
  - Seal must be inserted in zipper clasp after clasp is closed. Record Seal Number on Pouch 7 Form.
  - Unused seals are stored with Ballot Box instructions in a clear envelope inside the Ballot Box.

The Ballot Box location is the Chief's decision, but it should be in view of the Officers. Location may be in the lobby/entrance area as long as an Officer is assigned to monitor it.

# Completed Absentee Ballot Drop Off

## Post This Sign on Entry Door



Sign is stored in the front pocket of the accordion file.

# Completed Absentee Ballot Drop Off

Voters with a completed absentee ballot should not wait in the check-in line!

- Direct all voters with completed absentee ballots to the Ballot Box.
- A voter may allow a trusted family member or friend to drop off their ballot for them. Officers might see a voter insert multiple ballots in the Ballot Box's slot.
- An Officer may be assigned to take the Ballot Box to a voter parked at the curb.

# Setup/Shutdown Equipment Procedures

Two minds are better than one!

- Assign two Officers to set up electronic pollbooks and two Officers to set up voting machines.
  - One Officer should read instructions as the other carries out each step.
- Follow instructions as written!

# Election Day Set Up

## Pollbook Officers



- Open and Close instructions for the Poll Pads will be in the Ziploc bag (with the voting machine instructions) in the clear Supplies Box on the top shelf of the cage.
- Check that equipment seals are intact and that serial and seal numbers match those recorded on the Pouch 7 Form.
- Print one Pollbook Opening Summary Report from each of the three Poll Pads per the Poll Pad setup instructions. Give these Opening Reports and printer test tapes to the Chief.

# Pollbook Officer



## Overview of check-in process:

- Greet the voter. Ask voter for identification.
- Take the ID.
- Use the ID to find voter's name and registration information in the pollbook.
- Ask voter to state their FULL NAME and ADDRESS. (Voter may write information down instead or otherwise indicate that info on the ID is correct and up-to-date.)
- Verify voter information in the pollbook by comparing to voter's stated information.

# Pollbook Officer




## Overview of check-in process (continued):

- Repeat voter's **FULL NAME** from the pollbook loudly enough for authorized representatives to hear.
  - Do not repeat the voter's address.
- Follow steps to finish checking in the voter. "Ballot Receipt" will print automatically
- Return the ID along with Ballot Receipt.
- Direct voter to the Ballot Table where they will exchange their Receipt for a ballot.

# Approved Identification

Revised July 2025

## ELECTRONIC FORMS OF ID (highlighted in yellow)



★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

**Voter Identification**

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired. Acceptable in electronic form only if it is through official DMV "Virginia mID" app.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege Card and Identification Privilege Card	No

\*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

\*\*The 11 recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 07/2025

**Virginia Driver's License** is now acceptable in electronic form.

- Voter must be using the official Virginia mID App.
- Screen must display all of these items together on one screen (Option 3 in the App):


### Voter's

- Name
  - Year of birth
  - Address
  - Photo
- The photo alone is not sufficient. The voter's details alone are not sufficient.
  - The Poll Pad CANNOT scan the QR code on the electronic ID.



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U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. <b>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</b>
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. <b>Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.</b>
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Any other current government document containing the name and address of the voter	Yes. <b>Acceptable in physical or electronic form.</b>
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Virginia Code § 24.2-643(B)

Rev. 07/2025

- Student IDs from some institutions of higher learning located in Virginia are acceptable in electronic form. Currently, electronic IDs from only the following institutions are acceptable:

- Bridgewater College (new)
- Liberty University
- Old Dominion University (new)
- Radford University (new)
- Roanoke College


George Mason University electronic ID is NO LONGER acceptable for voting purposes.

- Please note that student IDs from high schools located outside Virginia are NOT approved in any form.
- **An electronic form of these documents is acceptable:** current utility bill, bank statement, government check, paycheck, or other government document containing name and address of the voter.

Revised July 2025

# Approved Identification

Revised July 2025



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DEPARTMENT of ELECTIONS

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Rev. 07/2025

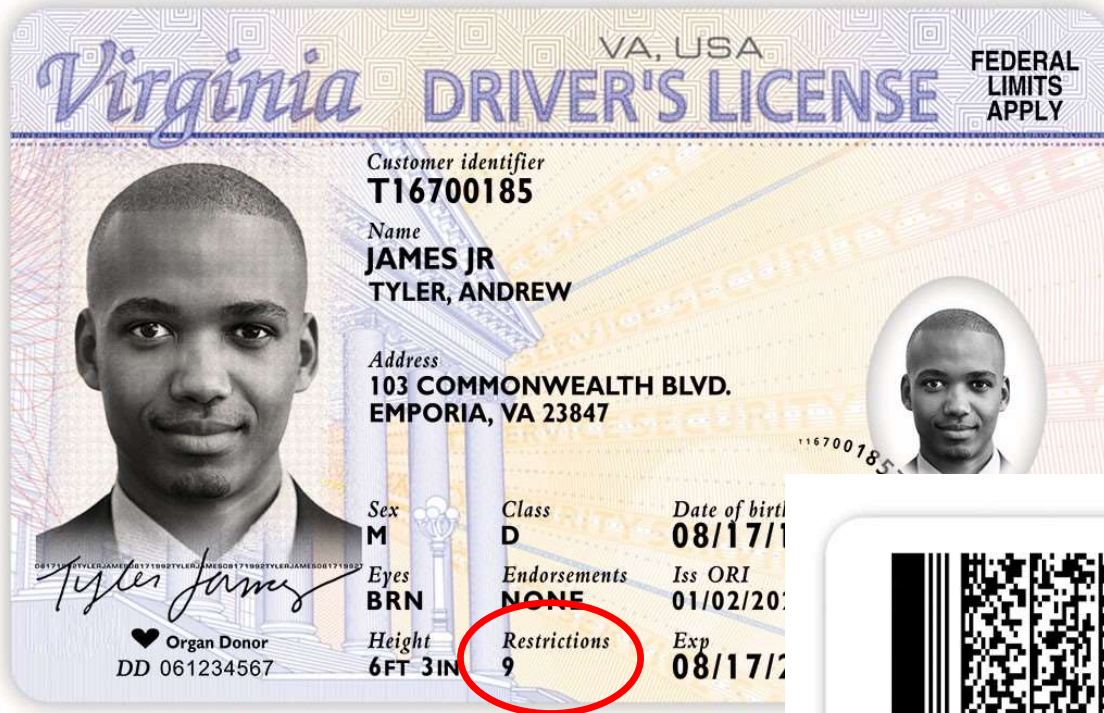
Unless otherwise noted, acceptable forms of identification do NOT have to contain a photograph of the voter. Some acceptable forms of ID do not have an address.

\*"Valid" means the document is genuine and is not expired for more than twelve months, EXCEPT for a Virginia driver's license and DMV-issued ID, for which the expiration date should NOT be considered when determining its validity.

Driver Privilege Card is issued to non-citizens and by definition is not an acceptable ID for voting. It has a "9" under restrictions on the front. Restriction listed on back says "Limited duration."



# How to recognize a Driver's Privilege Card



Restriction listed on back says “9 Limited duration.”

It has a “9” under “Restrictions” on the front.



# 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.
- Any voter who does not present acceptable identification and does not sign the statement must vote a provisional ballot. The voter will have until noon Friday to deliver a copy of their ID or signed ID Confirmation Statement to the Registrar's office.

# Voter Check-In Situations

See “What if” Guide for more detailed information



- Voter is listed as “Inactive” or “Confirmation Mailing”
- Voter is listed as “Absentee Voter”
- Voter is not found in the pollbook or asks for “Same Day Registration”
- Voter’s stated name or address does not match pollbook record
- Voter is listed as having already voted.
- Voter is challenged

**Send voter to the Chief.**

# Voter Check-In Situations

## Absentee Voters



- An Absentee Voter with their unused or spoiled Absentee Ballot may surrender the ballot and cast a regular ballot in the precinct.
- An Absentee Voter without their mailed ballot must cast a Provisional Ballot at the precinct unless the Registrar gives approval for the voter to cast a regular ballot.
- **Send all Absentee Voters to the Chief.**

# Voter Check-In Situations

## Same Day Registration (SDR)



**Voter may ask at check-in table to register on Election Day.**

- Send voter to the Chief.

**Voter is already flagged SDR in the pollbook.**

- This means the voter has registered after the “close of books” and has already cast a Provisional Ballot.
- Send Voter to the Chief.

# Less Common Voter Check-In Situations



The name on the ID does not match the voter's *record in the pollbook*.

- Send the voter to the Chief.
- This voter may need to provide another document showing the name listed within the pollbook.
- This voter should be given a Voter Registration Application to update their record.
- Name on ID/stated name is acceptable as long as it is substantially similar to the name in the pollbook. (§ 24.2-643)



# Less Common Voter Check-In Situations



See “What if” Guide for more detailed information

If a voter requests assistance, e.g., is blind, has a physical disability, is unable to read or write, or needs the ballot translated into another language, **check the voter in**, and then

## Notify the Chief

- An audio ballot is available for voters on the ADA Tablet (Unisyn FVT) .
- Authorized Representatives are not allowed to provide assistance to a voter.
- Anyone else (including Officers of Election) may assist a voter and must complete the **Request for Assistance form**.

# Ballot Officer

## Before the Polls Open



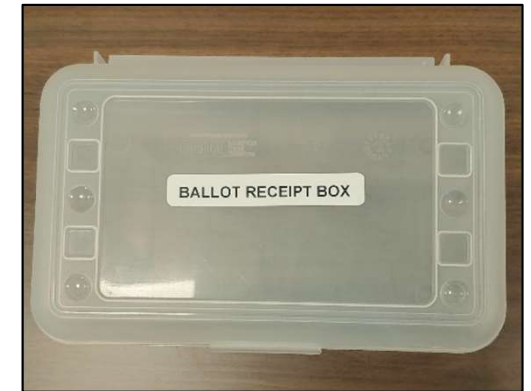
- Open Box/Envelope #6.
- Find ***Receipt for Ballots*** on top and set aside.
- Count the shrink-wrapped packs of ballots and Envelope of Provisional Ballots.
- Record the number of packs and Provisionals on the ***Ballot Record Report*** form.
- Compare number of ballots received to information on the ***Receipt for Ballots***. If number matches, sign the ***Receipt*** and give it to the Chief. If numbers do not match, inform the Chief. Chief will keep this form for return in Envelope 2B.
- As each shrink-wrapped pack of ballots is opened, two Officers must count the number of ballots contained. Record that number on the ***Ballot Record Report***.

# 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.
  - Remind voters to:
    - Fill in ovals completely and neatly
    - Check the back for additional races (if applicable)
    - Print neatly if voter chooses to write-in a name (if applicable).
  - Insert a ballot in privacy folder and hand folder with ballot to the voter.
  - Direct voter to marking booth area.



# Ballot Officer

## While the Polls Are Open



- Can take a mismarked ballot from a voter and issue a new ballot.
  - With a pen, write the word “Spoiled” across the mismarked ballot.
  - Place the ballot in Envelope #4.
  - Enter a mark under “Spoiled” on the ***Ballot Record Report*** form.
  - Hand a new ballot to the voter.
- Can issue a regular ballot in exchange for an Absentee Ballot surrendered to the Chief Officer. Enter a mark under “Absentee Ballot” section of ***Ballot Record Report***.

# Example Paper Ballot (Nov 2025)

Ballot Style

## Commonwealth of Virginia, SAMPLE BALLOT

County of Montgomery  
General Election  
Tuesday, November 4, 2025

(B-4) Christiansburg Rec Cntr with Town  
02041

### Making selections

To vote for a candidate, fill in the oval to the left of the name.

To write-in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.

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 vote(s) may not be counted.



<b>Governor</b> Vote for only one <input type="radio"/> Abigail D. Spanberger - D  <input type="radio"/> Winsome Earle-Sears - R  <input type="radio"/> Write-in _____	<b>Member House of Delegates 42nd District</b> Vote for only one <input type="radio"/> Biko Agozino - D  <input type="radio"/> Jason S. Ballard - R  <input type="radio"/> Write-in _____
<b>Lieutenant Governor</b> Vote for only one <input type="radio"/> Ghazala F. Hashmi - D  <input type="radio"/> John J. Reid, II - R  <input type="radio"/> Write-in _____	<b>Mayor Town of Christiansburg</b> Vote for only one <input type="radio"/> D. Michael Barber  <input type="radio"/> Carl R. Pauli  <input type="radio"/> Write-in _____
<b>Attorney General</b> Vote for only one <input type="radio"/> Jay C. Jones - D  <input type="radio"/> Jason S. Miyares - R  <input type="radio"/> Write-in _____	

Turn the ballot over

### Member Town Council Town of Christiansburg

Vote for not more than three

- ☐ Joshua A. Bryan
- ☐ Christine A. Waltz
- ☐ Harry F. Collins Jr.
- ☐ Tanya J. Hockett
- ☐ E.S. "Beth" Umberger
- ☐ Matthew A. Hicks
- ☐ Write-in  
\_\_\_\_\_
- ☐ Write-in  
\_\_\_\_\_
- ☐ Write-in  
\_\_\_\_\_

AUTHORIZED BY  
THE ELECTORAL BOARD OF  
THE COUNTY OF MONTGOMERY  
1546 NORTH FRANKLIN STREET  
CHRISTIANSBURG, VA. 24073

Notice: The authority statement on this sample ballot must be removed and replaced with the appropriate authority statement for the candidate, committee, individual or group using this ballot for their own purposes. Any reproduction of this MAY NOT be printed on white paper. The authority statement used for this ballot must comply with the requirements of either federal or state law, as appropriate. For state requirements, see 24.2-622 and 24.2-956 of the Code of Virginia. For federal requirements call the Federal Election Commission, 1-800-424-9530.

# Marking Booth Officer



- Stand near the tables with marking booths.
- Answer questions on how to mark the ballot.
- Guide voter back to Ballot Officer if voter makes a mistake marking their ballot.
- Direct voters with completed ballots to the FVS optical scan voting machine.

# Instructions for How to Mark a Ballot

- **Unisyn Freedom Vote Scanner (FVS)**
  - With updated standards, the scanner might NOT read all **Xs** and **check marks**.

**How to Mark a Ballot**

Mark your selection by filling in the oval next to your choice(s) with the provided ballot marking pen.

**Favorite National Park**  
Vote for only one

☐ Yellowstone

☒ Yosemite

For write-in selections:  
Fill in the write-in oval **AND** write the name of the candidate.

☒ Write-in Shenandoah

**Do Not**

Do **NOT** indicate your choice:  
With check marks, X's, or by circling the name.

**Favorite Baseball Team**  
Vote for only one

☒ Washington Nationals

☒ Boston Red Sox

☒ New York Yankees

**If you Make a Mistake**

Notify an election officer to begin the ballot spoiling procedure.  
Once the ballot has been spoiled you will be provided with a new ballot to mark.

**Emphasize at all stations for voters to carefully fill in the oval as completely as possible - without going outside the line.**

# Marking Booth Officer



- May take over for the Voting Machine Officer if they are busy helping a voter with an issue. Do not allow the FVS Scanner to be unattended.
- Periodically check for and remove any extraneous materials from the marking booths.



# Election Day Set Up

## Voting Machine Officers

- Voting machine instructions will be in a zip lock bag in the clear **Supplies Box** on the top shelf of the cage. Tablet headphones will be with the instructions.
- For the Ballot Scanner (FVS), Open and Close instructions will be in a single **GRAY** folder which matches color of scanner case.
  - Open Header Card and Close Card will be in this folder.
- For the ADA Tablet (FVT), Open and Close instructions will be in a single **BLUE** folder which matches color of the FVT case.
- Make sure power cord is **properly inserted** into the back of each machine. **Check for “charging” icon at top right of screen.**



# Equipment Seals

## Morning Tasks - Follow Opening Instructions!

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

# Voting Machine Officer

## While the Polls Are Open

- Stand far enough away from the FVS Scanner to ensure privacy for the voter. Officers may apply tape to the floor as a reminder.
- Answer questions on the operation of the scanner and provide guidance if ballot is rejected.
- Voter will insert ballot into the machine. Some voters may not understand this. If folders are used, check folders given to you for un-scanned ballots.
- FVS Ballot Light will rapidly flash **red** and **green** while processing ballot and then stay **green** after ballot is accepted.
- **FVS will not count a rejected ballot.**

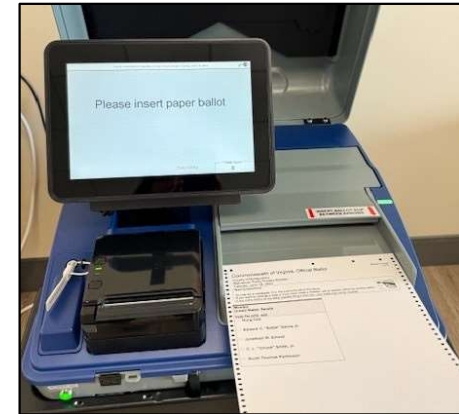


“Ballot Light”

Power light

# Voting Machine Officer

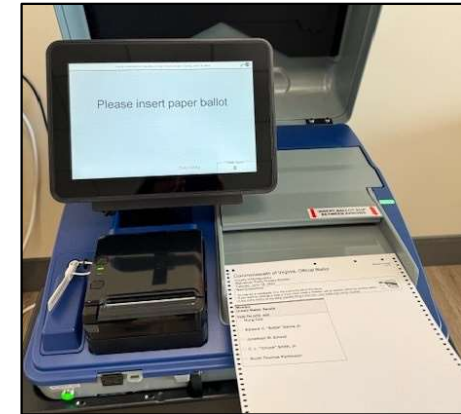
The FVS will print a guidance slip if ballot is rejected.



If the slip says “**Overvote**” –

- The voter has marked more ovals than permitted.
- The slip will indicate which race has an overvote. Do not look at the ballot itself.
- Direct the voter back to Ballot Officer for a new ballot.

# Voting Machine Officer

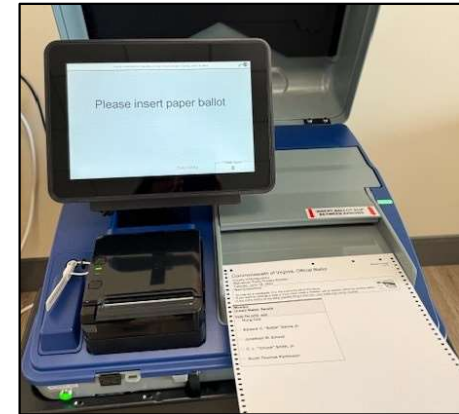


If slip says “**No Selection**” –

- Scanner cannot read any marks from the voter.
- Ask voter if they filled in the ovals according to ballot marking instructions.
- If voter answers no, point out ballot marking instruction posters, send voter back to marking booth.
- If voter says yes, direct voter back to Ballot Officer for new ballot.

# Voting Machine Officer

If the ballot is rejected and NO slip is printed –



- The screen will say “**Invalid Ballot.**”
- Suggest voter turn the ballot over, or around, and try again.
- If FVS scanner continues to reject ballot after a couple of tries, direct voter back to Ballot Officer for a new ballot.

# Voting Machine Officer



- A Voter may choose to send a ballot with known errors through the scanner. (Voting a blank ballot as a “protest vote,” for example.)
- After ballot is rejected, Officer should select “Bypass Validation” button on screen. The NEXT ballot sent through will NOT be rejected.
- For an overvote error, properly marked races will count. Only the overvoted race will not.



# Provisional Ballots



Every precinct will receive a supply of Provisional Ballots which cannot be scanned on Election Day.

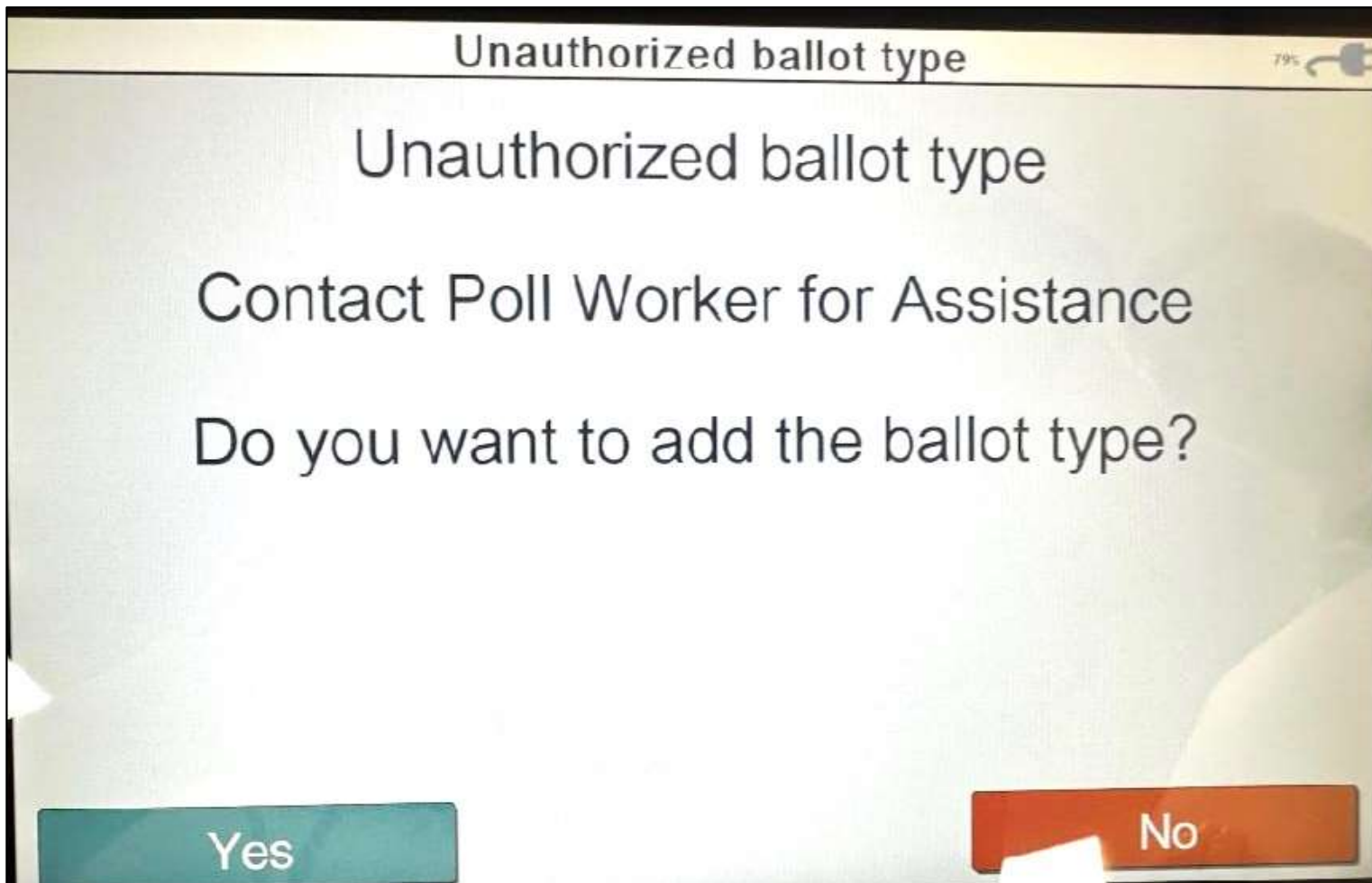
The image shows a sample of a Provisional Ballot form. At the top left, it reads "Commonwealth of Virginia, Official Ballot", "County of Montgomery", "General and Special Elections", and "Tuesday, November 5, 2024". In the top right corner, "Auburn HS Full" and "04021" are printed and circled in red. The center of the form features the words "Provisional Ballot" in a large, bold font, also circled in red. Below this, a section titled "Making selections" provides instructions: "To vote for a candidate, fill in the oval to the left of the name.", "To vote an issue, fill in the oval next to Yes or No.", "To write in a candidate who is not already on the ballot, fill in the oval and write the name of the person on the line.", and "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." To the right of these instructions is a small illustration of a hand using a pen to fill in a ballot oval. At the bottom of the form, there are two boxes for marking selections: "President and Vice President" and "Member".

- “Provisional Ballot” printed at the top center. Identifying precinct information is printed in the top right corner.
- These ballots are not pre-folded. The Provisional Ballot Envelope is large enough to hold an unfolded ballot.

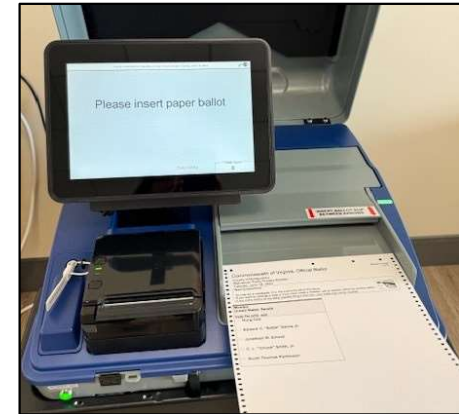
# Provisional Ballots



FVS Scanner will show this screen if voter mistakenly inserts their Provisional Ballot. Officer will press “No.”



# Voting Machine Officer



- Officer will collect privacy folders from voters for re-use.
- Check folders for un-scanned ballots.
- If Officer notices that voter has retained a precinct pen used for marking ballots, Officer should ask voter for the pen and return pen to ballot marking area.
- Officer may hand out “I Voted” stickers after voter’s ballot is accepted.

# ADA Tablet (FVT)

## for voters with disabilities

Every voter has the right to cast their ballot independently. Please tactfully offer the ADA Tablet to voters if you have reason to believe it might be useful to them.

We also issue two large magnifying lenses to each precinct. These magnifiers could be helpful for a voter who can't clearly see the ovals to mark next to each candidate's name.

- Large touch screen.
- Adjustable font size and high contrast display.
- Audio Ballot with headphones and keypad for blind voters.
- Sip-and-puff technology for paralyzed voters is available. Call Registrar's office if sip-and-puff kit is needed. Sheriff will deliver quickly.

# Voting Machines

## ADA Tablet

- **Can be used by ANY VOTER to create their ballot**
  - If your supply of preprinted ballots runs low, the Tablet can be used as a “Ballot on Demand” device.
  - It takes time to use the ADA Tablet. To avoid a line, alternate with preprinted ballots to extend supply before you run out.
  - **Ballots created must be accounted for on Ballot Record Report.**

# When ballot is considered “cast”

A voter, voting in person on Election Day, has not voted until a “permanent record” of the voter's intent is preserved.

- A “permanent record” is preserved by the voter by:
  - Inserting an optical scan ballot into an electronic counter
  - Placing a paper ballot in an official ballot container.
- An Officer may reinsert a ballot in the optical scan voting machine if the voter walks away and the ballot is rejected by the machine due to an overvote or undervote.

Complete wording of Virginia Regulation 1VAC20-60-40 appears on  
**Page 6 of the Election Day Guide.**



# Curbside Voting

See “What If Guide” for more information

- Any disabled voter or any voter 65 or older may vote outside the polling place (within 150-feet of the entrance).
- Chief Officer will assign two Officers - representing different parties - to assist a curbside voter. Chief or Asst. Chief may go alone to assist the voter.
- Inform voter that they will be using a paper ballot at the curb. If voter needs an ADA compliant machine, they will need to enter the polling place.
- Ask voter for their identification document.
- If ID lacks an address, ask voter for address of record and write it down.





# Curbside Voting

See “What If Guide” for more information

- Give voter a copy of “Curbside Voting” information sheet.
- Take identification document to Poll Book Officer for check-in.
- Remind Pollbook Officer to check the “Outside the Polls” checkbox in the pollbook.
- Take Check-in Receipt issued by Pollbook Officer to the Ballot Table and exchange the Receipt for a ballot and privacy folder.
- Take ballot, privacy folder, pen, and clip board to voter at the car.

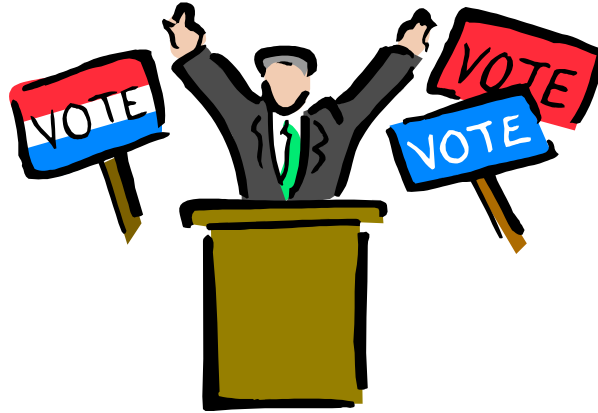


# Curbside Voting

See “What If Guide” for more information

- Give curbside voters all of the options at the vehicle that they would have if they came into the polling place. Answer any questions. If a mistake is made, offer a new ballot or the option to override a rejected ballot, etc.
- Ask voter to stay parked until they are informed their ballot has been accepted by the scanner.
- Carry the ballot into the polling place in the privacy folder and insert it in the scanner.
- Let voter know the ballot has been accepted. Offer an “I Voted” sticker.

# Campaign Workers & Candidates



Remember the 40-foot “campaign-free” zone!

- Campaign workers and candidates **MUST STAY** at least 40-feet away from any entrance to the precinct building. The 40-foot “campaign-free” zone has the **PROHIBITED AREA SIGN**.
- Campaign materials/sample ballots may be distributed, and campaign signs may be posted outside the Prohibited Area.

# Authorized Representatives



- For a November election, each party and independent candidate on the ballot may have representation present before the polls open, during voting hours, and after the polls close.
- The number in the polling place is limited, e.g., one representative per party and independent candidate per pollbook during voting hours.
- Must have written authorization from party/candidate.
- May not offer assistance to a voter but may be asked to *provide* a translator if voter is in need.
- May challenge a voter. Must complete/sign Statement of Challenger section of Affirmation of Eligibility Form.

**See “Dos and Don’ts for Campaigners and Authorized Representatives” handout for more information.**

# Authorized Representatives

Each precinct will be issued three badges for Authorized Representatives to wear while in the polling place.

- Lanyard and badge will say “Authorized Representative.”
- Authorized Reps will receive badge when signing in and return badge when signing out.



## OBSERVER SIGN-IN SHEET

Pouch 8

November 5, 2024 Primary Election

Precinct: CAP-Early Vote

### ALL OBSERVERS MUST: §24.2-604.4\*

- ♦ Be a (REGISTERED) qualified voter in Virginia\*. If needed, call the office to verify they are registered.
- ♦ Have a letter from the political party, primary candidate, or Independent candidate\*
- ♦ Have a valid I.D. (for verification)
- ♦ Wear orange “OBSERVER” lanyard while in polling place

R=Republican Party

D=Democratic Party

I=Independent

Name	Party	Date	Time In	Time Out
PRINT LEGIBLY	CIRCLE ONE:			
1.	R   D   I		am / pm	am / pm
2.	R   D   I		am / pm	am / pm
3.	R   D   I		am / pm	am / pm
4.	R   D   I		am / pm	am / pm
5.	R   D   I		am / pm	am / pm

# Limits on Authorized Representatives



- Authorized Representatives may not hinder, intimidate, or interfere with voters. They may not insult or abuse an Officer.
- Authorized Representatives are required to respect the area around voters and secrecy of the ballot.
- May have electronics with a camera as long as camera is not used.
- Officers should report misconduct of an Authorized Representative to the Chief Officer or the Assistant Chief Officer.

# Keeping Order in the Polling Place

## Prohibited:

- Hindering, intimidating or interfering with a voter
- Insulting or abusing an Officer



## Officer's Action:

- Inform the Chief if you observe disruptive or abusive behavior

## Chief's Action:

- Talk to person about the prohibited action, ask for compliance with law.
- Call the Registrar immediately at 540-382-5741 and Registrar will notify Sheriff if appropriate.
- Complete an Incident Report.





# Poll Closing Tasks



General instructions are listed in the “Election Day Guide for Officers of Election:”

- Pollbook Officers will print three **Summary Reports** at closing, then disassemble and pack each Poll Pad in its assigned green case.
- Ballot Officers will complete the **Ballot Record Report** then pack unused ballots in Box/Envelope 6. Have two Officers tape and seal this box.
- Voting Machine Officers will print **three copies** of Scanner (FVS) and ADA Tablet (FVT) Closing Tapes following the voting machine instructions before shutting down the equipment.
- Other Officers will remove all polling place signs and adhesive tape. Leave polling place and area inside of 40' prohibited area clean and organized.



# Packing Voted Ballots



Voted Ballots will be returned to the Registrar's office in Box or Envelope 3A.

- Construct and utilize Box 3A if 500 or more ballots have been cast.
- Cut seal and unlock the rear door of the Scanner ballot box.
- Remove voted ballots and transfer to Box/Envelope 3A.
- Close Box/Envelope with packing tape.
- Apply three seals. ALL Officer must sign seals.
- Enter number of voted ballots on these #3A seals.
- The Chief will take the voted ballots (#3A) with the Chief's case. The box(es) of unused ballots (#6) should be locked in the cage.

# Completed Absentee Ballot Drop Off 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 _____

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After the polls close, at least two Officers will:

- Count absentee ballots in the Ballot Box.
- 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 box and apply new seal to clasp. Record seal number on Pouch 7 Form.
- Officer transporting Ballot Box to the Registrar's office must also sign.

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



# Poll Closing Tasks



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

- Complete two identical copies of the **Statement of Results** using two different people. *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



# 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 to the Printed Return Sheet:

FVS Scanner	Zero Tape
	Election Summary Tape (Results)
	Write-in Report
FVT Tablet	Open Report
	Close Report
Poll Pad	Opening Summary Report
	Close Summary Report
- Make sure that all Officers sign this form. Place in **Envelope 2A.**
- After completing the SOR(s) and the Printed Return Sheet, place any additional voting machine or pollbook tapes in Envelope 2B.



# Polls Closing Tasks



- All forms have a color-coded Envelope designation in the corner.
- Envelopes or Boxes have color designation.
- Signature seals are also color-coded to match the Envelope or Box.

**2B**

**ALL LOCALITIES ENCLOSE . . .**

- ☐ OFFICER OF ELECTION OATH FORM
- ☐ POLLBOOK / ELECTRONIC MEDIA [ALL DIVISIONS]
- ☐ POLLBOOK COUNT FORM(S)
- ☐ STATEMENT OF RESULTS [TWO (2) COPIES]
- ☐ WRITE-INS CERTIFICATION [TWO (2) COPIES]  
(REQUIRED WHEN WRITE-INS ARE CAST EITHER ON PAPER BALLOTS OR ON VOTING SYSTEMS THAT DO NOT INCLUDE ON THE RESULTS TAPES BOTH THE NAMES WRITTEN IN AND THE VOTES CAST FOR EACH)

June 20, 2023 - Democratic Primary  
Montgomery County  
EV-Early Voting (In-Person)  
Voter Registrar Office  
Envelope 2B

**Ballot Record Report**  
November 8, 2022 General Election  
Precinct D-4 Abundant Life Fellowship

**Envelope 2B**

**1. Start here at the beginning of the day**

How many unopened ballot **packs** are inside Envelope/Box #6? 10  
How many unopened Provisional ballot **envelopes** are inside Envelope/Box #6? 5  
Assume that each pack of ballots has **50 ballots**. Assume the amount in the envelope is the amount written on the envelope. How many ballots do you have total? 505 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.
- ☐ **Record** that number in the column on the far right beside the number 1.

**2. Open Packs**

Ballot pack #	# of ballots in pack
1	50
2	49
3	50
4	50



# Polls Closing Tasks

## Seals for the Envelopes and Boxes



- A place for each Officer to sign.
- Color-coded to match the Envelopes and Forms.
- Number of seals per Box/Envelope is specified if more than one seal is required.

Envelope 4	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2A
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots _____	# Ballots _____	# Ballots _____	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Envelope 5	Envelope/ Box 3A	Envelope/ Box 3A	Envelope/ Box 3A	Envelope 2B
Required Signatures 2 Officers*	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures ALL Officers	Required Signatures 2 Officers*
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
1*	1*	1*	1*	1*
2*	2*	2*	2*	2*
3	3*	3*	3*	3
4	4*	4*	4*	4
5	5*	5*	5*	5
6	6*	6*	6*	6
7	7*	7*	7*	7
8	8*	8*	8*	8
	# Ballots _____	# Ballots _____	# Ballots _____	
	3 Seals per Box/Envelope	3 Seals per Box/Envelope	3 Seals per Box/Envelope	

Please use the sticky flap of the Envelope or clear packing tape to secure.





# Poll Closing Tasks



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

- Chief will complete the **Results Reporting Sheet**, then report the unofficial election results IMMEDIATELY to the Registrar at 540-382-5741.
- Chief will announce the unofficial results inside and outside the polls if media representatives (or others) are waiting. Authorized representatives may leave at this time.
- Some Envelopes have gum or sticky tape to seal the Envelopes. If Envelope does not have gum or sticky tape, use clear packing tape to close the Envelope.



# Repacking the Cage

Loading the scanner (FVS) back in the cage:

- Handles “out”
- Lock wheels after bin is in cage.

# Repacking the Cage

Cage inventory photos are posted on the inside of the cage doors.

- Put all LARGE rolls of tape in the Plastic Bin: Masking tape, painter's tape, and duct tape.
- Place the Scanner back in the cage with the handles facing the cage door.
- Lock wheels after cage is in place.

Box/Envelope 6

**UNUSED** Ballots  
at the end of  
the night

Blue  
Absentee  
Ballot Drop  
Box will be  
returned to  
the office by  
the Chief.

Do NOT  
collapse the  
Box. Do NOT  
place box in  
cage for  
return.



# Repacking the Cage



If you have “stand-up marking booths,” DO NOT PUT THEM IN THE CAGE FOR RETURN TO THE OFFICE.

The Chief will bring the stand-up marking booth(s) back to the office.

If another Officer is assisting with the return, they may wait a day or two to bring them in.



# Closing and locking the Cage



When you close the doors and 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

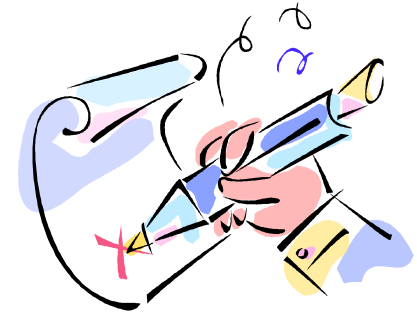
# Closing and locking the Cage

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



Right way to close the cage door

# 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!**
- Ballot Receipts Envelope – two Officers
- Voting Machine Tapes – two Officers (Chief and Assistant Chief or designated Officers)
- Seals on numbered Election Materials Envelopes – two Officers

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

**Best practice: Everybody sign everything!**





# Election Day Emergencies

- Natural disasters (earthquakes, winter storms, etc.).
- Damaged or malfunctioning voting equipment.
- Electrical power outage.
- Officers of Election who do not show up on Election Day.
- Inability to enter the polling place.
- Bomb threat.
- Unruly or threatening behavior from a citizen.

**Call the Registrar: 540-382-5741**



# What to do in an Evacuation

- Voting Machine Officers should note “public counter” number on voting machine.
- *If possible*, take voting machines, paper pollbooks and Count Sheets, ballot box, paper ballots, forms, envelopes, and pens.
- If you are unable to continue the voting process outside the polling place, record the names of voters already checked in and advise them to wait until the building can be re-entered.
- If they must leave, advise them to return before 7:00 pm. Allow them to go to front of check-in line when they return.
- If voter must leave and has already been issued a ballot, voter must insert completed ballot in emergency ballot box or turn ballot in to the Chief.

# Failure of Electronic Pollbooks



- Report situation to the Registrar at 540-382-5741.
- Use backup paper pollbooks and Pollbook Count Sheet to check in voters.
- Allow voters to continue voting on regular equipment per the normal procedures.

# Failure of FVS Optical Scan Voting Machines



- Voters should continue to mark paper ballots.
  - Turn FVS and ballot box bin around so scanner slot is facing away from voters.
  - Have voters insert ballots in “Emergency Ballot Compartment” located on back of FVS bin.
- 
- Wait until the polls close before scanning ballots from Emergency Ballot Box. Chief and one Officer will feed ballots into the scanner. Officers have the authority to override rejected ballots so any properly marked races can be counted.
  - If Emergency Ballot Compartment gets full, ballots may be moved by Chief and one Officer to Chief’s Case which can serve as an Emergency Ballot Box.

# Closing Reminders



Review training documents before Election Day.  
Many documents will be updated before November 4<sup>th</sup>.

- *Election Day Guide for Officers of Election (2025)*
- *Basic Training presentation (Fall 2025)*
- *Highlights presentation (Nov. 2025)*
- *Statement of Results Completed Example (Nov 2024)*
- *Dos and Don'ts (for Campaigners and Authorized Representatives) (July 2025) and What Ifs (March 2025)*

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

<https://www.montgomerycountymva.gov/1/departments-services/office-of-elections/officers-of-election>

# Thank you!



## Elections could not be held without you!